

## PERSONAL INFORMATION

## GEORGE MAKHOUL

📍 KARRADA-OQPA BEN NAFEA SQUIRE, BAGHDAD (Iraq)

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## WORK EXPERIENCE

2017–Present

**Branch manager**

PARIS GALLERY, BAGHDAD (Iraq)

- responsible for employing issues
- responsible for purchases finance
- choosing suppliers
- help the agent build his strategy and expansion his business
- adding new items and new services to the business
- work on marketing procedures
- preparing sales budgeting
- any other jobs related to branch management

2016–2017

**Purchasing manager and marketing supervisor**

PARIS GALLERY, BAGHDAD (Iraq)

- Preparing purchases reports
- support sales manager preparing sales budget
- find best usage for purchases budget

2015–2016

**sales supervisor**

PARIS GALLERY, BAGHDAD (Iraq)

- Responsible for perfume, cosmetics & watches sales
- support sales and purchases planners by needed reports to complete their jobs
- full knowledge of all items in the building

2014–2015

**Commercial sales representative**

ALMANZA COMPANY FOR RESTURANT &amp; HOTELS EQUIPMENTS, Erbil (Iraq)

2013–2014

**Sales supervisor**

DIMA HEALTHCARE, Beirut (Lebanon)

- Prepare sales reports
- looking for new customers
- look after and connect with current customers

## EDUCATION AND TRAINING

2007–2012

**tourism & hotels management faculty**

Al Baath university, Homes (Syria)

2010–2012

**sales planning, training**

protocol assistant Lebanese institute, Homes (Syria)

## PERSONAL SKILLS

Mother tongue(s) Arabic

### Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills - good communication skills gained through my experience as sales manager  
- flexible dealing with customers

Job-related skills - good command of quality control processes  
- mentoring skills

### Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid