



# Fadi Salloum

Receptionist/ Sales Rep.

## Objectives

Seeking a suitable position with substantial degree of responsibility, where I can utilize my varied experience and make significant contribution to the success of any organization. I am a self-motivated individual with a high-level capacity of hard work and integrity, dedicating my positive attitude and ability in observing my confidentiality and able to adapt and relate well with people from all background & cultures.

## Experience

### Front Desk Receptionist Jan 2021 - Aug 2021

Laroche Hotel- Erbil

- Dealt with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
- Respond appropriately to emergencies or urgent issues as they arise and dealing with the consequences

### Front Desk Receptionist Jan 2019 - Dec 2020

Freeq Hotel- Erbil

- Provide assessment and monitoring reports regularly to the Management
- Responsible for organizing all logistics of events including conferences and workshops
- Researched the complaints and suggest to resolve the matter

### Barista Supervisor (Coffee Department) 2018-2019

Eighty Eight Juice Company- Erbil

- Dealt with general questions about the products or services
- Contributes to team effort by accomplishing related results as needed

### Programming Supervisor (Vehicle Computer) 2015-2018

Korean Car Maintenance Company- Syria

- Dealt with questions regarding the proper use of service
- Reported any maintenance issues to line manager

### Sales Rep. 2014-2015

Sukker Company- Syria

- Provided exceptional customer service
- Keeps management informed by submitting activity and results reports
- Focuses sales efforts by studying existing and potential volume of dealers

### Accounting 2013-2014

DHL Company- Syria

- Managed the financial and administrative matters of the company
- Created and maintained proper automated and manual filing system

## Contact



Dubai, UAE



+971509170383



[Fadi.salloum.1995@gmail.com](mailto:Fadi.salloum.1995@gmail.com)

## Training & Certificate

- Certificate in Computer Maintainace
- Certificate in Accounting Software
- Essential Business Skills Training
- Communication Skills Training
- Sales and Marketing Training

## Skills

Active Listener	Marketing
Communication	Leadership
Team Work	Time MGT.
Interpersonal	Sales
Representation	Flexible

## Academic

2013-2017

Bachelor of Economic, Damascus University, Syria

## Personal Details

Date of birth: 25/05/1995

Nationality: Syrian

Marital Status: Single

Visa Status: Visit Visa

Languages: English and Arabic