

Razmik Sarkis

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SUMMARY OF QUALIFICATIONS

- Self-motivated sales professional who is goal-oriented, with 10+ years of experience meeting sales targets.
 - 5 years experience in general construction and Renovation.
- Experience providing customer service both face to face and over telephone in a pleasant manner
- Highly developed sales abilities with strong negotiation skills and ability to positively persuade others.
- Strong interpersonal skills with the ability to build strong relationships and effectively motivate and lead a team; detail-oriented with a proven record of accuracy and thoroughness.
- Works well under pressure with the ability to meet tight deadlines and effective problem-solving skills.
 - Excellent oral and written communication skills in English, Arabic and Armenian.
 - Advanced computer skills in MS Office and internet; Flexible work schedule.

PROFESSIONAL EXPERIENCE

Raz Flooring January 2021 - Present

Self employed, subcontractor, taking on various flooring installation jobs
All types of Vinyl flooring, Hardwood, laminate, Baseboards, trims,
basement stairs remodeling.

General Contractor Associate April 2020 – January 2021

SF Flooring And Contracting

- ☑ Firsthand practice, knowledge and experience on how to install Floorings of all kind, door trims, baseboards, shoe molds, Dry walling, painting and Demolition.
- ☑ Loaded and unloaded structure materials and moved material in work areas.
 - ☑ Assisted with clerical duties.
 - ☑ Maintained tools, equipment, and work sites.
 - ☑ Managed shift equipment and material.
 - ☑ Removed debris and trash.
- ☑ Performed other duties as assigned by the manager.

Sales Account Manager

Myron Business Gifts Corporation July 2017- March 2020

- ☑ Manage a portfolio of accounts to achieve long-term success
- ☑ Develop positive relationships and handling customers' needs
- ☑ Generate new sales using existing and potential customer networks
 - ☑ Achieve daily and monthly budget set by the management
- ☑ After sale follow up to ensure delivery and product quality and quantity as requested by the customer

Sales and Procurement Manager

Arbajian Brothers s.a.l., Heavy Duty Spare Parts and Industrial Filtration Jan 2013-Dec 2016

- ☑ Determined annual unit and gross-profit plans by implementing marketing strategies
- ☑ Established sales objectives by forecasting and developing annual sales quotas according to regions; adjusted selling prices by monitoring costs and competitions

- ☑ Conducted market studies and assessed regional market stock distribution
- ☑ Scheduled and assigned sales representatives, following up on results
- ☑ Prepared purchase orders and tracked deliveries

Inside/Outside Sales Representative

Arbajian Brothers s.a.l., Heavy Duty Spare Parts and Industrial Filtration Jun 2011-Dec 2012

- ☑ Obtained orders, served existing accounts and created new ones
- ☑ Handled inside and outside sales services, negotiating with clients on sale offers
- ☑ Developed strong relationships with clients, leading to repeat business
- ☑ Submitted daily sales reports and activity to management

Bookkeeper

Arbajian Brothers s.a.l., Heavy Duty Spare Parts and Industrial Filtration Jan 2011-May 2011

- ☑ Recorded cash receipts and made bank deposits; issued invoices to customers
- ☑ Paid debts and supplier invoices in a timely manner

Stock Keeper

Arbajian Brothers s.a.l., Heavy Duty Spare Parts and Industrial Filtration Feb 2010-Dec 2010

- ☑ Maintained record on inventory in the store; received and verified inventory with PO listings
- ☑ Reported loss and damages, or any discrepancies, to management
- ☑ Ensures a timely dispatch of goods to appropriate destinations
- ☑ Maintained proper documentation for processing goods and supplies

EDUCATION

Bachelor of Business Marketing, Lebanese International University, Beirut 2016

Baccalaureate in Sociology & Economics, Levon & Sophia Hagopian Armenian College, Beirut 2008