

Sally Jamal Siblini

Lebanon, Achrafieh
76088516
sallysiblini@hotmail.com



PERSONAL INFORMATION

Born October 20, 1993 at Achrafieh, Beirut
Residence: Naameh
Marital status: Single.

WORK HISTORY

08, 2016 - PRESENT

GFK MEDIA RESEARCH

Panel Management

- Assisting the production manager in everyday operations.
- Point of contact for casual visitors & partners who come to the office.
- Addressing clients' needs and improving their knowledge through the best digital research solutions in the world.
- Obtaining data of productions and analyzing the results.
- Evaluating marketing efficiency and performance across the whole spectrum of channels.
- Producing documents, reports and presentations and discussing and explaining them to the manager and team in order to bring out the best outcome.
- Tracking which consumers are using what channel, how they are engaging with content across each medium and what is driving their behavior.
- Problem-solving and sending technicians to corresponding region for execution after identifying the case if applicable.
- Responsible for reward system procedure.
- Devising and maintaining office systems, including data management and filing.
- Working on special software (EPM) and systems and using Microsoft Office.
- Performing basic human resources tasks such as technician shift scheduling, supporting with monthly payments, processing paychecks, and ensuring their timely delivery to employees.
- Occasionally, attending meetings with the manager to take notes about what goes around or provide general assistance during presentations.
- Organizing and maintaining diaries, scheduling and making appointments.
- Dealing with incoming email, faxes.
- Logging information on internal systems.
- Controlling and ordering stationery, office equipment and supplies when they start to run out.

06. 2012 – 10. 2015

LA SUITE OCEANA
Receptionist, Cashier

- Working as a Receptionist and Cashier at the front desk.
- First point of contact of the resort.
- Handle cash transactions with customers using cash registers.
- Dealing with needs and customer complaints.
- Reporting to the manager important issues and keeping everything under control.
- Mutli-tasking when needed.
- Supporting the management and the accountant when applicable.
- Sharing knowledge and ideas with the team.
- Appeal to impatient or irritated customers, especially during rush hours.
- Ensure a balance of the register at the end of the shift or working period.

EDUCATION

2010-2011

DOHA HIGH SCHOOL
Lebanese Baccalaureate in life science

2012-2016

MODERN UNIVERSITY FOR BUSINESSES & SCIENCES
Bachelor degree in Business Administration

CARDIFF METROPOLITAN UNIVERSITY
Bachelor degree in Business and Management

January 2015

IC3 DIGITAL LITERACY CERTIFICATE
Certiport; in computer fundamentals, social media (living online), and Microsoft Office.

SKILLS

- High motivated and ambitious
- Able to work to deadlines and achieve organizational goals
- Very social
- Hard working
- Willing and able to learn
- Able to work under pressure
- Determined to put in the necessary work to achieve excellence
- Excellent typing speed

PERSONAL

- Open to constructive feedback & always listening carefully to what senior managers have to say about myself.
- Having a proactive and positive approach to work duties and prepared to go the extra mile to achieve success.
- Able to prioritise a demanding workload and can pinpoint key tasks that have to be done before everything else.
- Dynamic individual who has eye for detail and who is meticulous in following up queries, duties and tasks.
- Perfectionist so always strive to attain perfectionism and excellence at any field in hand.

HOBBIES

- Volunteering at any humanitarian move.
- Reading (psychology books mostly) and writing.
- Exercising, sports team classes that boost positive energy (zumba, taebo, aerobics), and attending dancing classes.
- Fishing.
- Traveling.
- Observing/ Meditating.
- Collecting.
- Researching.
- Searching for places, learning languages, and getting to know different cultures.

References could be available upon request.