

# Alaa Al Rahman Al Jammal

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- I. **Objective:** To obtain an entry level position in the management field, enabling me to utilize my skills and to bring out the best of my potentials for the benefit of my employer and to enhance a company's bottom line.

## II. Work Experience:

### 1. *Manager in training at Mango (July 2018 - Present)*

- Greet customers and assist them in their purchase decisions by offering expert advice in compliance with quality and customer service standards.
- Support the shop manager in maintaining inventories and placing product order to ensure effective stock management and availability of products.
- Communicate sales plans and targets to the staff team and monitor performance on an on-going basis.
- Motivate team members and provide them with the necessary support in terms of training and development in order to optimize the sales results.
- Assist in the preparation of the staff schedule in order to ensure that manpower is effectively matched with the operational needs of the shop.

### 2. *Sales Associate at Mango (January 2018 – June 2018)*

- Responsible for sales activities, from greeting customers, answering questions, offering assistance, suggesting items, lending opinions and providing product information.
- Attend team meetings to stay up to date on the latest sales and new products.

### 3. *Sales Associate at Zara (August 2016 - December 2017)*

- Responsible for sales activities, from greeting customers, answering questions, offering assistance, suggesting items, lending opinions and providing product information.
- Attend team meetings to stay up to date on the latest sales and new products.

### 4. *Lau summer camp assistant (June 2016 – August 2016)*

### **III. Extracurricular Activities:**

#### **1. Foodblessed NGO (2017)**

Volunteered to feed the poor and homeless kids and youth in Lebanon

#### **2. Financial Aid Assistant at LAU Beirut (2016 – 2019)**

#### **3. Attended HR presentations and workshops at LAU (2017)**

#### **4. Tammama NGO (2016)**

Volunteered

### **IV. Education:**

- Lebanese American University - Bachelor of science, Business Management (May 2019)
- Graduated with honors (MGPA 3.2/4)

### **V. Software Skills:**

- Microsoft Office programs (Excel, Word, and PowerPoint)
- Chromis POS software
- Social Media

### **VI. Personal Skills:**

- Communication and presentation skills
- Analytical and numerical skills
- Good team player
- Target oriented
- Positive thinker
- Strategic planner

### **VII. Interests and Hobbies:**

- Meeting new people from different cultures and backgrounds
- Jogging
- Swimming

### **VIII. Personal Details:**

- Lebanese citizen
- DOB: 27/01/1998
- Fluent in Arabic and English.
- French: basic
- Internationally mobile