

Alaa Moumari

Administrative Assistant

📍 Beirut, Lebanese Republic
at the present time.

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✉ alaa.moumari@gmail.com

♀♂ Female.

📅 August 12, 1993 - Dubai,
UAE.

👤 Single.

🗣 English (Good), Arabic
(Mother tongue).

CAREER OBJECTIVE

Applying for a challenge
career in **ADMINISTRATION**
department, where I can get
opportunities to be creative
and responsible to obtain a
challenging position in
administration.

Work Experience

-Position:
Company Name:
-Address:
-Duration:

• Duties and responsibilities

-Administration and
Sale.

Maamari Nuts.

-Tripoli, Lebanese
Republic.
-Oct 2016 to March
2018

- **Responsible** for selling products like coffee, chocolate and mixed nuts.
- **Demonstrate** different products and tastes in the showroom.
- Check **inventory** to ensure product is in stock.
- **Process orders** in person and over the phone.
- **Collect** methods of payment and dispense change.
- **Represent** and **promote** the new nuts tastes
- **Count** the day's money transactions at the end of the day.
- **Ensure** pricing is correct on all stock shelves.
- Engage consumers on **social media**.
- Process sales data and progress **reports**.
- **Follow up** on sales leads.
- **Answer** questions about product.
- **Respond** to emails, phone calls, and other forms of correspondence.
- **Explain** promotional offers
- **Maintain** client database
- **Handle** billing issues
- Track sales expenses
- **Analyze** sales reports
- **Complete quarterly** sales meeting data, templates, and presentations

***Online courses:**

1- The University of Adelaide, Australia, **courses.edx.org** – April 2018 to present:
#Essential Human Biology: Cells and Tissues.

***Courses:**

1- American City Center, Tripoli/Lebanon – 15/9/2016 to 16/2/2017:
#TOFEL Course.

2- Global Web Factory | Chamber of commerce, Tripoli/Lebanon – 20/4/2016 to 19/5/2016:
#Web development and design.
(HTML4, HTML5, XHTML, CSS, CSS3, JavaScript, jQuery)

-Administrative Assistant.

Dawha school.

-Sharjah, United Arab Emirates.
-Jan 2015 to Sep 2015

• **Reception**

- 1- **Phone** Operator
(Receive complaints, suggestions, problems and reporting to supervisors with follow-up),
- 2- **Responsible** for documents request
- 3- **HR** Department.

• **Assistant Registrar:**

- 1- **Coordinate** with the registrar
- 2- **Responsible** for student enrollment form and files of new students, use **Microsoft Excel** to enter their information, **follow up** with parents for required documents for registration and missing papers.
- 3- **UAE Ministerial Registration:** register and create for each new student "SIS number".
- 4- One of the participants of the **Audit Committee** in enrollment record.
- 5- **Prepare** and organize the transfer certificates of students transferred from Dawha School.
- 6- **Dealing** with the passports (various nationalities), visas, IDs and official papers and how to extract from them the important information.
- 7- **Photocopy** the papers (different sizes), passports and IDs.

• **Secretary:**

- 1- **Greet** the delegates and make loop communication between the manager and delegates.
- 2- Receive calls from companies.
- 3- Daily **check** the mails.

***INTERESTS:**

#Reading.
#Writing.
Surfing net.

EDUCATION:-

Atlantic International University (ICLBAT)
Ajman/United Arab Emirates (UAE)

Bachelor of Science in Information Technology,
8th January, 2015

Atlantic International University (ICLBAT)
Ajman/United Arab Emirates (UAE)

Advanced Diploma in Business Information
Systems, January 2013

Al-Jurf Academic School
Ajman/United Arab Emirates (UAE)

Grade 12, Science section, class of 2011

***Skills:**

#Reception skills
#Administration skills
#Communication Skills
#Organization skills
#Computer skills.

REFERENCES ARE AVAILABLE ON REQUEST