

## PERSONAL INFORMATION



## Fatima Rida Kermnshahi

 Southern Suburb , BER ALABD, BEIRUT (Lebanon) (Lebanon)

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Sex Female | Date of birth 12/08/1994 | Nationality IRANIAN AND SYRIAN NATIONALITY

## POSITION

## Office manager

## WORK EXPERIENCE

01/05/2018–Present

## Office manager

The momentum holding company Of 8 Companies, Beirut (Lebanon)

Ensure the smooth running of an **office** on a daily basis and manage a team of administrative and support staff. **Responsibilities** typically include organizing meetings and managing databases. booking transport and accommodation. organizing company events or conferences.

Work on CRM Software and Train The Team to Use it So They Can Be Organized.

Handling the meeting of the 8 companies

Purchasing Management (of the 8 companies)

Handling The Company Social Media

Design website (Wordpress, Hosting, Design )

Accounting Management (Invoices, Receipts, Customers Statement on Excel and online software)

01/04/2019–Present

## Marketing manager

MonteLibano, Metn (Lebanon)

We Start to Collaborate with Companies Like MonteLibano

- Website Designer ( WordPress, Goomly, Wix)

- SEO ( Website + Social Media )

- Hosting + Domain Name

- Advertising with (Google + Instagram + Facebook )

- Creating Emails with Company Domains

- Photoshop

- Creating Posts For All Social Media with all (Dimension + Each Social Media Time )

- Automation Software For all Social Media - If you want to Schedule on Instagram Or Publish one Post to All Social Media Together

01/02/2018–01/05/2018

## Sales representative

EL SHRIEF STORES, BIERUT (Lebanon)

-TRY TO MAKE PEOPLE BUY FROM US

- CASHIER

- PUBLIC RELATIONS

01/06/2017–01/01/2018

## Advertising and public relations department manager

Public relations department manager SHAM FOR ORGANIZING EXHIBITIONS AND CONFERENCES., SYRIA (Damascus)

- ORGANIZED RELATIONS OF THE COMPANY
- ORGANIZED AND TRANSFER OF ACCOUNTS
- OFFICAL MANAGEMENT

01/01/2016–01/05/2017

### Accountant

RAHHAL COMPANY, Damascus (Syria)

- RECEIVING AND SENDING REMITTANCES
- COMMUNICAT WITH THE CUSTOMERS THROUGH THE COMMUNICATION NETWORK AND PHONE
- MONTHLY INVENTORY TO WORK THE COMPANY AND PUT IT BILLS

01/06/2015–01/01/2016

### Accountant and secretary

IMPROVED CARE, Damascus (Syria)

- COMMUNICATE WITH PEOPLE
- BOOKING APPOINTMENTS FOR CLIENTS
- -ORGANIZED AND TRANSFER OF ACCOUNTS

01/05/2018–Present

### Accountant

The Momentum, Dekwane (Lebanon)

- All Income & Payment on Online Accounting
- Create Invoices & Receipt on Exel
- Create Customer Statment on Excel & Online Software

## EDUCATION AND TRAINING

01/10/2014–01/10/2018

### certificate in Trade and Economics

BILAD- ALSHAM UNIVERSITY, Damascus (Syria)

- KNOWLEDGE OF BUSINESS AND ITS ECONOMIC, LEGAL AND SOCIAL CONTEXT .
- LEARN HOW BANKS AND INSURANCE WORK .
- LEARN ACCOUNTING TOO .

## PERSONAL SKILLS

Mother tongue(s)

Arabic

Foreign language(s)

English

| UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|---------------|---------|--------------------|-------------------|---------|
| Listening     | Reading | Spoken interaction | Spoken production |         |
| C1            | B1      | B2                 | B2                | A2      |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills

- I HAVE THE ABILITY TO SOCIALIZE WITH PEOPLE AND PROVE MY SELF IN ALL FORUMS .
- GOOD COMMUNICATION SKILLS GAINED THROUGH MY EXPERIENCE AS AN ACOUTANT

AND SECRETARY

Organisational / managerial skills

- LEADERSHIP FROM THE EXPRIENCE I HAD BEFORE .
- EXCELLANT CONTACT WITH PEOPLE GAINED THROUGH MY EXPERIENCE TOO

Job-related skills

- DEVELOP MYSELF WITH LEARNING PROGRAMS SINCE I STARTED MY FIRST JOB LIKE , MICROSOFT OFFICE PROGRAMS
- I HAVE LEARNED HOW TO HAVE RESPONSIBLE FOR EVERY THING THAT I DO
- DEVELOP MY ENGLISH LANGUAGE - POWERFUL AND COMPELLING AND LEADING FIGURE
- I HAVE THE ABILITY TO WORK WITH TEAM
- I CAN WORK UNDER WORK PRESSURE

Driving licence

B