

# Curriculum Vitae:

## Rita Khalil Arbaji

Mobile Number: 00961 78817288  
Date of Birth: June 02, 1991  
Marital Status: Single  
Gender: Female  
Nationality: Lebanese

### Summary :

---

Seeking a position with an organization when demonstrated skills in communication, and operation administration, can be used to increase profitability and promote growth.

I look forward to utilize my skills and abilities, strategic, and good position which allowing me to attain the maximum experience I can gain.

### Education:

---

#### Academic:

School / University Attended Certificate Held, Immaculee Conception des files de la charite (Ashrafieh), Ashrafieh Official School for Girls

#### University/Certifications:

Lebanese University faculty of Information and Documentation - Fanar. – Public Relation

### Highlights

---

- Strategic planning
- Process Improvement
- Procedure Development
- Financial Oversight
- Cost reduction and Containment
- Team Building

## Professional Experience:

---

2013 – Till Now:

**WaterCenter Company / WaterMaster**

### **Senior Operation Officer.**

- Liaise and building relationships with members and suppliers
- Finalize the deal and moving to another segment
- Promoting the product with Special cases and events such a (Direct Selling, Public Relation, exhibitions, advertising, Social Media, Offers and discounts).
- Reporting to the General Manager.
- Files invoices, contracts and other important documents, and archives older documents as needed.
- Controls petty cash funds
- Makes offers, and invoices for the clients, Suppliers , and for the sales team.
- Check materials and supplies and reports when stock is low. Receives and unpacks materials /stock and supplies.
- Prepares costing documents for stock entry and follows up on the List of Purchase Orders once full received.
- Checks and follows up the status of Sales Orders with the showroom.
- Coordinate with the manager to staff regarding the proper and timely delivery of goods to the showroom /clients
- Place order with the General Manager (Local/Foreign) based on clients /stock demands.
- Prepare List of Purchase orders, Proforma invoices not fully received.
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Determine quantity and timing of deliveries
- Monitor and forecast upcoming levels of demand
- Overseeing inventory, distribution of goods and facility layout
- Responsible for all aspects of vehicle and heavy equipment rentals
- Responsible for all aspects of vehicle and heavy equipment rentals
- Liaising and negotiating with suppliers, manufacturers, retailers and consumers
- Directing, optimizing and coordinating full order cycle
- Arrange warehouse, catalog goods, plan routes and process shipments

## Achievements

---

- Built long distance relation with customers
- Ability to work independently and handle multiple projects
- Excellent analytical, problem solving and organisational skills

## **Technical Skills:**

---

- Microsoft office : Excel , Word
- Brains Program
- CRM Programs and POS.
- website

## **Languages**

---

Fluent in French , English , and Arabic

## **Skills**

---

- Highly Responsible,
- Highly organized and strong analytical abilities ,
- Tolerant and flexible to different situations ,
- Sociable and team work process.