

Nourhane Ibrahim
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A highly professional and committed team player who is analytical and able to work on my own and as part of a team with more than two years of experience in administration at the local level. My aim is to grow and gain experience and business knowledge since I do believe that in what you put is what you get

Career Progression

Administrative Assistant-Sales

Rafic Hariri International airport (Duty free) 2016

Key Responsibilities:

- Support with any administrative tasks as required, including filing, preparing purchase and payment requests and receiving invoices.
- Cashier at a point of Sale.

Sales Representative

La Mia Casa 2017-2018

Key Responsibilities:

- Responsible for selling and upselling items.
- Handling Petty cash of the store for several payments such as Electricity, water, emergencies...
- Responsible for minor maintenance issues at the workplace and coordinate with suppliers accordingly.
- Provide monthly reports as required for the items sold.
- Responsible for Para Stock in the store.
- Assist in conducting physical inventory of assets on a periodic basis and reconciles physical inventory data with asset register to ensure completeness and accuracy of asset records and identify discrepancies for corrective action.
- Undertakes other administrative management tasks as required.

International Publisher

Customer Service 2019

Key Responsibilities:

- Receive goods from suppliers
- Supervision from A-Z of the staff's cleanliness, sanitation, and customer service.
- Responsible for all cash, customer satisfaction, marketing, and up selling.
- Make sure the company's standards are followed on daily basis.

Educational Qualifications

- *Lebanese Baccalaureate*
- *AUST University (ungraduated)*

Computer Skills

- Microsoft Office, & Excel

Languages

- Arabic and English

References available upon request