

Sacha Mattar

Date of birth: 16-05-1997

Address: Gemmayze

Nationality: Lebanese & French

Phone Number: +961 71 184 176

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Work Experience

Administrative Assistant

Brut Design, Sin El Fil

Since July 2019

- Handling office management and administrative tasks
- Handling accounting and financial responsibilities
- Conducting regular inventory check and reports

Sales Representative

Téléperformance, Sin El Fil

September 2017 – January 2018

- Selling “FREE” products and services to French customers
- Answering questions about the products and services
- Closing sales and reaching monthly sales objectives
- Using internal software to manage calls and sales established

Administrative Assistant

February 2016 – June 2016

Mattar Contracting, Hazmieh

- Handling office management and administrative tasks
- Handling accounting responsibilities
- Conducting regular inventory check and reports
- Anticipating needed supplies; placing and expediting orders for supplies, verifying receipt of supplies
- Coordinating work flow

Internships

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| • Intern at Auditax, Furn El Chebbak | July 2018 |
| • Intern in the Retail Departement at Bank Audi headquarters, Downtown Beirut | March 2019- June 2019 |

Social Experience

- 6th International Mayors’ Conference NOW, “Promoting Social Cohesion- Youth Participation in our Communities”, Vienna
- Member of the sport’s club in the community of Naameh
- Active in the Cultural and Social Center owned by the municipality Naameh-Haret Naameh
- DSC “Donner Sans Compter” volunteer

Education

B.A, Financial Engineering Bachelor Degree
La Sagesse University, Beirut, Lebanon

2015 – 2019

High School Diploma in Economics and Sociology
Notre Dame Les Oiseaux, Verneuil-Sur-Seine, France

2012- 2015

Languages

Fluent in Arabic, French and English

Intermediate in Spanish

Beginner level in Italian

Skills

Microsoft Office

Activities and Interests

Basketball

Tennis

Theatre