

OBJECTIVE

Seeking a career opportunity which enables me to gain experience in the work field and expend my working capabilities.

EDUCATIONAL BACKGROUND

2017 **Lebanese International University (LIU) - Faculty of Business and Economy**

Mount Lebanon

Bachelor's degree in Banking and Finance

2013 Mesrobian Technical College

Bourj Hammoud, Beirut-Lebanon

Lebanese Baccalaureate, BT3

PROFESSIONAL EXPERIENCE

October 2017 – Till December 2019

Bobbi Brown, Holdal Abou Adal & Co.

Aishti, Down Town, Lebanon

Sales, Stock Manager, Makeup Artist

Customer service & Sales:

- Building business relationships by recording customers' contact information after they make purchases and then reach back for new product arrivals.
- Greeting customers warmly and offer free samples of products and help customers with cosmetic testers.

Sales Counter Responsibilities:

- Monitoring the stock and keep the product displays and supplies neat and orderly.
- Preparing daily sales reports.
- Creating product displays based on company sketches called planograms.
- Assigned for daily, weekly, and monthly sales goals.
- Participating in sales and product training sessions to better meet customers' needs and expectations.

Stock Manager Responsibilities:

- Responsible for managing the store's storage warehouse.
- Responsible for refilling store shelves and product displays.
- Organizing and monitoring inventory to maximize efficiency.

Special makeup services to clients

December 2016 – till October 2017

C&F, Fattal Company

Zalka, Lebanon

Sales, Beauty Advisor

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June 2012 – till November 2016

Mimar Gems, Swarovski Gems
Bourj Hammoud, Lebanon
Accountant

- Securing financial information by completing database backups and keeping information confidential.
- Process all transactions, post journal entries and perform reconciliation of accounts.
- Reconciling general and bank accounts by gathering and balancing information.
- Perform daily reconciliations of cash and check transactions, and file invoices.
- Assist with year-end closings.
- Reviewing and processing expense reports.

June 2011 – till August 2012

ProData, Zalka, Lebanon
Administration

- Data inputted: for several companies' transactions outside Lebanon (England, USA, Spain).
- Distributing task of jobs to employees and follow up with their performance.

August 2009 – till August 2010

Le Charcutier Aoun, Sin El Fil, Lebanon
Cashier

- Collecting payments from customers by cash or credit cards.
- Calculate total payments received during a time period and reconcile this with total sales.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints.
- Sort, count, and wrap currency and coins.

SKILLS

Software

Exposure to accounting software "Fox"

Office

Excel, Word & Power Point

Other Certificates

Makeup Certificate K Stars Cosmetics

Other Hobbies

- Freelancer: Personal Makeup Artist
- Freelance Entrepreneur: Instagram Sales Page on unique Head Pieces accessories @Capella_headpieces

Languages

Armenian, Arabic, French, English

I hereby declare that all the information provided in this resume is correct and accurate.