



SALLY OSTA

28th July 1998, Lebanon

Address: Lebanon
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A public relations officer seeking to build a long-term career, using communication skills as the best way to achieve goals. Highly motivated, ambitious, responsible to present the best work that can be submitted.

Employment Details

Basic outlet stores

Job Title: Sales associate

From 03-oct-2019 to current

Beauty and Tajmeel salon (DUBAI)

Job Title: Social Media Platforms Manager

- Develop and implement social media strategies.
- Manage and oversee social media content.
- Communicate with industry professionals and influencer via social media to create a strong network.
- Measure the success of social media platforms through insights.

From 12 July 2019 to 22 August 2019

Job Title: Video Editor

- Capture photographs and videos for the treatments process.
- Digitally cutting files to put together the sequence of the video "editing using premier".
- Overseeing the quality and progress of audio and video engineering and editing.
- Suggesting or selecting music.

Moustache group (Lebanon)

From 6 January 2018 to 1 June 2019

Job Title: Sales, Cashier and Assistant manager.

Sales position:

- Responsible for 1 zone in the store.
- Credited for the highest sales targets.
- Receiving ware.
- Customer service

Cashier:

- Responsible for the cash zone.

Assistant Manager: (Women and men section)

- training, supervising and appraising staff
- maintaining statistical and financial records
- dealing with customer queries and complaints
- overseeing pricing and stock control
- maximizing profitability and setting/meeting sales targets, including motivating staff to do so
- preparing promotional materials and displays
- liaising with head office

Sushi bento (Lebanon)

from 26th august 2017 to 31 December 2017

Job Title: hostess at sushi bento restaurant

- Welcome and greet the customers.
- Build good relations with the customers, and ask for their feedback.

ACADEMIC BACKGROUND

Public relations

Lebanese international university

Year completed: 2019

Child education

Sidon technical institute for girls

Year completed: 2016

Other Information

Languages: Fluent in Arabic and English.

Skills:

- Excellent communication, management, leader, and group work.
- Self-motivation, with the ability of working under pressure.
- Full knowledge in Microsoft Office.
- Speak in front of large groups.
- Accountability.
- Situation analysis (S.W.O.T)
- Research and survey analysis
- Strategic campaign planning
- Public relations management
- Monitoring and evaluation
- Discuss and present work materials.
- Knowledge in research methods.
- Strategic thinking.

- Good enough knowledge in professional cameras.
- Good enough knowledge in adobe premiere pro.

Ready upon your request.