

Rita Pierre Daccache

Phone: 00961 70 879481

Email: Rita_daccache@outlook.com

Education:

- | | |
|-----------------|---|
| 2012 until 2016 | Art, Science and Technology University of Lebanon-
Kaslik

Faculty of Business and Economics
Bachelor degree in Marketing and Advertising |
| 2009 -2012 | College Saint Georges- Zalka
Sociology and Economics Diploma |

Experience:

- | | |
|------------------------|---|
| Feb 2017 till now | Sales and Marketing Coordinator
<u>Bluefield publichealth</u> <ul style="list-style-type: none">• Preparing Quotations and Contracts• Follow up invoices and collection• Customer service• Tracking sales data• Search for new prospects• Shop calls• Sales representative |
| Nov 2015 till sep 2016 | Receptionist- Assistant
<u>Tohme Law Firm</u> <ul style="list-style-type: none">• Filing• Typing• Greeting• Archives |

Jan 2015 Receptionist

Pure Laundry Spa – ABC Dbaye

- Data entry
- Filing
- Cashier
- Costumer service

2011-2014 Hostess

Republic Restaurant- Zalka

- Greeting
- Taking Reservations
- Customer Service

Skills:

Computer Skills: Microsoft Office (Excel, Word and Access)

Languages: Fluent in Arabic, French and English

Additional Information:

- Date of Birth: 21/09/1993
- Gender: Female
- Marital Status: Single
- Nationality: Lebanese