

# JULIA YOUSSEF ISSA

BEIRUT - LEBANON  
Mobile: 0096171032541  
Marital status: Married  
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**OBJECTIVE:**

I WOULD LIKE TO WORK IN A COMPANY, WHERE I CAN PRACTICE MY KNOWLEDGE, PROGRESS AND ADVANCE.

**EDUCATION:**

- 1. HIGH SCHOOL DEGREE
  - 2. PSYCHOLOGY UNCOMPLETE (3 YEARS)
- LEBANESE UNIVERSITY  
FANAR

**TRAININGS:**

1995-1997: HOPITAL LA CROIX- BKENAYA  
1996-1997: AL ZAWRAK- FANAR

**EXPERIENCE:**

JANUARY 2018 TILL DECEMBER 2019.	<p><b>FARMLAND TRADING COMPANY W.L.L</b> EXECUTIVE SECRETARY</p> <p>Provide administrative and clerical support to departments or individuals. Schedule meetings and arrange conference rooms. Alert manager about cancelations or new meetings. Manage travel and schedule. Handle information requests. Prepare correspondence and stuff mail into envelopes. Arrange for outgoing mail and packages to be picked up. Prepare confidential and sensitive documents. Prepare office budget. Operate office equipment, such as photocopy machine and scanner. Maintain hard copy and electronic filing system Sign for UPS/Fed Ex/Airborne packages Coordinate travel arrangements; prepare itineraries; prepare, compile and maintain travel vouchers and records. Prepare agenda for meetings. Takes and transcribes dictation.</p> <p>KUWAIT</p>
NOVEMBER 2014 TILL DECEMBER 2017.	<p><b>SOFT CLEAN EST</b> STORE MANAGER</p> <ul style="list-style-type: none"><li>1. Management of employees</li><li>2. Maintaining the sales environment</li><li>3. Cost minimization</li><li>4. Maintaining Leave and Salary Record</li><li>5. Holding Inventory</li></ul> <p>ASSISTANT ACCOUNTING DATA ENTRY LEBANON</p>
DECEMBER 2013 TILL OCTOBER 2014.	<p><b>J.M. BOU SAMRA</b> STOCK &amp; PURCHASING</p> <p>Enter shipping and inventory data in computer system Manage purchasing orders for incoming equipment, services, and supplies Verify receipts and confirm purchase contents and orders are complete Prevent overstocking and ordering Develop plans for purchasing equipment, services, and supplies Create and maintain detailed inventory of all incoming, outgoing, and current supplies Keep track of inventory and supplies that need restocking Make note of damaged inventory Maintain records of purchases, pricing, and other important data</p> <p>ASSISTANT ACCOUNTING DATA ENTRY LEBANON</p>
SEPTEMBER 2010 TILL DECEMBER 2013.	<p><b>EURO-VILLES SARL</b> STOCK MANAGER</p> <p>Enter shipping and inventory data in computer system Manage purchasing orders for incoming equipment, services, and supplies Verify receipts and confirm purchase contents and orders are complete Prevent overstocking and ordering Develop plans for purchasing equipment, services, and supplies Create and maintain detailed inventory of all incoming, outgoing, and current supplies Keep track of inventory and supplies that need restocking Make note of damaged inventory Maintain records of purchases, pricing, and other important data</p> <p>ASSISTANT ACCOUNTING DATA ENTRY LEBANON</p>
JUNE 2007 TILL SEPTEMBER 2010.	<p><b>C&amp;F ZALKA</b> <b>COSMETICS AND FRAGRANCES FAWAZ HOLDING</b> ASSISTANT MANAGER</p> <p>Verify receipts and confirm purchase contents and orders are complete Enter shipping and inventory data in computer system Create and maintain detailed inventory of all incoming, outgoing, and current supplies</p> <p>MANAGER OF THE BEAUTY SPA</p> <p>Inform staff of job responsibilities, performance expectations, client service standards, or corporate policies and guidelines. Plan or direct spa services and programs. Train staff in the use or sale of products, programs, or activities Assess employee performance and suggest ways to improve work. Check spa equipment to ensure proper functioning. Inventory products and order new supplies. Monitor operations to ensure compliance with applicable health, safety, or hygiene standards. Respond to customer inquiries or complaints. Schedule staff or supervise scheduling. Maintain client databases.Schedule guest appointments.</p> <p>DATA ENTRY LEBANON</p>

**LANGUAGES:**

ARABIC, FRENCH, ENGLISH AND PORTUGUESE

**SKILLS:**

WINDOWS MICROSOFT- EXCEL, WORD, POWER POINT  
ACCOUNTING PROGRAMS LIKE DOLPHIN, SAGE, MATRIX ...

**REFERENCES:**

WILL BE AVAILABLE UPON REQUEST

