

Name: Rita Bedros Terzian

Date Of Birth: 07/07/1984

Nationality: lebanese

Civil Status: single

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CAREER OBJECTIVE: I want to bring your attention the achievement, skills, strategic thinking and work ethics where this abilities enabling me to exceed earning goals with potential role my career growth and the growth of the company i work with.

EDUCATION Background: BT3, TS1 Graduated in polyglot colleg at 2004 General Accounting

PROFESSIONAL EXPERIENCES :

- **Bata** as Sales Associated (2004)
- **Vestido** as sales Associated & ashier(2005)
- **Azadea Group Luca Daltieri & Marella Verdun** (2007-2012)

MY RESPONSIBILITIES INCLUDED

- Customer Service
- Reposition
- Coordination
- Sales are the priority
- Respect the schedule + breaks
- Attitude
- Respect the manager
- Cashier
- Receiving shipment
- Transferring
- Preparing the machines of (inventory+shipment)
- Checking the prices
- Sending mails

- Handling all the responsibilities in case of manager absence
 - Ensure proper store image
 - To place the weekly orders
 - Ensure reposition of the floor every 2 hours
- **RAGE – City Mall** sales Associate and cashier (2013)
 - **Itsy Bitsy Gallery** (2013 till now)
 - All task related to the secretary
 - Office organization
 - Filling (Suppliers & client Accounts)
 - Meet and greet Client
 - Data entry
 - Orgnization Suppliers & client Accounts ...

Languages

- Arabic spoken, written & read
- English spoken, written & read
- Armenian spoken, written & read
- French spoken averagley

Skills

Well versed in Microsoft Office, Word , Excel ...

Additional Comment

- Thinking in a logical or creative way to find solutions to the most important problems
- Flexibility and being able to adapt
- Commitment and motivation having energy and enthusiasm when carrying out projects.

Refereces available upon request