

Grace Wehby

Nationality : Lebanese ▪ Date of birth : June 24, 1994 ▪ Single

Contact

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Address

Dohat Aramoun, Mont – Lebanon - 3rd Flr, Elissa Bldg., Al Mousawi Str

Objective

Seeking a full-time job that will enable me to use my strong communication and organizational skills, to make a positive contribution to the organization.

Education

2010-2011: Lycée Adonis, Kfarchima (Lebanese Baccalaureate II with emphasis in Life Science)

2018: Lebanese International University
B.A. in Marketing –Graduate Year 2018

Employments

2011: Fattal Co. Beirut, Lebanon
Position: Salesperson

2012: Azadea Company - Mango Beirut, Lebanon
Position: Sales associate (Beirut Souks)

2014: Azadea Company - Mango Beirut, Lebanon
Position: Coordinator (Beirut Souks – Le Mall Dbayeh)

2016 – 2018: Azadea Company – Mango Beirut, Lebanon
Position: Assistant Manager (Beirut Souks)

2018 G3-fashion Company – Undiz Beirut, Lebanon
Position: Shop Manager (Hazmieh)

2019-Present G3-fashion Company – Undiz & Etam Beirut, Lebanon
Position: Area Visual Merchandiser

Training

2012:	Azadea Group Training: Cashier- loss and prevention- Product knowledge- Exceptional customer service
2016:	Azadea Group Training: Conflict management- Time management- Inventory
2017:	Azadea Group Training: Retail analysis- Managing Time

2018: skills	G3-Fashion Training: Customer service-Product Knowledge-Communication
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Work Experience

- Display of the merchandise of the store.
- Relay out the shop every month.
- Changing mannequins weekly.
- Assisting staff in the latest arrivals as well as assisting customers.
- Training staff (including cashiers) about customer service, feature and benefits of the products.
- Send/receive mails to/from the office.
- Make the customers proud, secure, and satisfied.
- Product reports to the suppliers about trend, and missing collection.
- Receiving shipment.
- Monthly inventory (Manual & using SPT machines)
- Preparing Sale files.
- Product knowledge trainings for Managers and staff.
- Opening new stores from A to Z (display, circulation of shop's furniture, visuals, window)
- Handling orders of new collection and replenishment.
- Marketing and social media follow-up.
- Weekly product report to the BM

Technical Skills/Proficiencies

- **Computer Skills:**
 - Very Good Knowledge in Microsoft Office (Excel, Word & PowerPoint). - Outlook Express, Google Drive...
 - Dolphin and POS
- **Other Skills**
 - Business Development, Enthusiastic, sales skills, Ability to multi-task.
 - Leadership, Communication, Teambuilding, An outgoing personality.
 - Organizational, Management, Creative thinking, Problem solving. - Excellent in analysis, can work under pressure.
 - Ability to Multitask.
 - Detail oriented and strong interpersonal skills.
- **Interests/Hobbies** - Sports.
 - Reading & Writing

Languages

Arabic (native)

English (fluent)

References Available Upon Request