

# CV

## **Personal information:**

Last Name: Zgheib

Name: Nathalie

Date of birth: 20/10/1993

Nationality: Lebanese

Address: kassouba street – Jbeil Lebanon

Mobile: 70 11 46 42

Email: [zgheibnathalie@gmail.com](mailto:zgheibnathalie@gmail.com)

## **Work Experience:**

August 2019: Audi automotive Manufacturer (kettaneh Group)

### **Receptionist and administrative assistant:**

Answers incoming calls and routs them accordingly, Takes messages and delivers them to the correct party, Performs clerical duties, such as typing, accepting orders, scheduling appointments, and sorting mail. Places and arranges telephone calls as instructed. Directs customers to the concerned function and provides them with any information needed. Follows up with the Service Advisors regarding customers' inquiries. Completes other tasks when asked by management in a timely manner.

October 2017 – January 2018: Weber-Sodamco

**Human resources coordinator:**

Monitoring petty cash daily movements, sending emails, preparing insurance and NSSF, , transportation allowance, preparing employees (papers, attendance, files), processing phone orders, entering data into computer, preparing invoices and sending attendance report to the managers, handling customer questions or requests, solving customer's problems, follow up with customers.

May 2017 – July 2017: Guya Shop at Jbeil

**Saleswoman: Indoor sales**

March 2016 – February 2017: Maharat Foundation (NGO)

**Media coverage monitor:**

Collecting data base, analyzing results, conducting conferences

2014 - 2015: **Hostess at Ksar Lebanese Diner:**

Handling phones calls, booking for clients, greeting clients, follow up with clients, solving client's problems ...

**Education and Qualifications:**

2017-2018- Present: Lebanese University Faculty of Information II

Corporate management and corporate communication – Master degree.

2014 - 2017: Lebanese University Faculty of Information II

Public Relations and Advertising - Bachelor degree.

2010 - 2013: Jbeil Official High School

Literature and Humanities

2007 - 2010: Jbeil Fourth Official School

1997 - 2006: Frères Maristes Jbeil

**Additional Skills:**

Languages:

English, Arabic and French

Assist in more than 6 English levels at American language center

Computer Skills:

Microsoft office, Photoshop and illustrator