

Administrative support professional, offering versatile office management skills and proficiency in Adobe programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

WORK EXPERIENCE

Unit Manager ALLIANZ SNA

02/2017 – 08/2020

Beirut, Lebanon

Insurance Company

Achievements/Tasks

- Handle administrative responsibilities, disperse letters, enforce policies and mentor staff
- Evaluating staff performance
- Training new staff
- Managing patient care
- Managing daily schedules
- Minimizing expenditure and enforcing health and safety regulations
- Organizing and prioritizing short term and achievable deals
- Training plans for employees to boost sales with certain timeshares
- Achieving target policies and reporting them with the sales manager

Contact: Karim Saniaa – +96170798312

Assistant Store Manager Starbucks

09/2014 – 03/2016

Beirut, Lebanon

Food and Beverage

Achievements/Tasks

- Prepare & supervise the zoning of the store & insure the implementation on daily basis
- Communication between zones & team work
- Analyst for all related sales report along with action plans
- Knowing our competitors along with the strength & weakness points
- Training & induction for staff about new launching
- Carried out all phases of operational duties in a professional and courteous manner
- Create new visibility and branding ideas which boosts sales and improve market share
- Maintain daily, weekly as well as period financial reports.
- Ensure entire cash handling and register function performed accurately and consistently
- Ensure APT types as well as amounts of supplies, materials and merchandise are suitably ordered and stocked

Contact: Adham Al Sahli – +96170746382

SKILLS

Office Management

Spreadsheets/Reports

Front-Desk Reception

Records Management

Event Management

Executive Support

Database Administration

Calendaring

MS Word

Photoshop

Muse/ Edge Animate

MS Excel

illustrator

MS PowerPoint

InDesign

Muse/ Edge Animate

LANGUAGES

Arabic



English



French



SUPPORTED CAUSES

Considering the Lebanese market recession in different sectors especially advertising, I choose to expend my field of experience into sales and management in order to upgrade my skills in different firms with a well reputable standards.

INTERESTS

Reading

Hiking

Social Networks

Music

Electronics

BasketBall

WORK EXPERIENCE

Senior Sales JACK & JONES

07/2012 – 06/2014

Fashion Retail

Achievements/Tasks

- Greeting customers & inquiring about their needs
- Offering assistance while providing suggestions and information about products and current promotions
- Demonstrating outstanding customer service and selling skills & maintaining a professional and positive attitude
- Reflecting company's commitment to our customers through follow up and ensuring their needs and satisfaction are met
- Completing transactions in a quick and efficient manner
- Cultivating successful relationships with customers through recognition and excellent service
- Preparing reports by collecting sales information and statistics
- Using analysis of best sellers reports to adjust layout, presentation and displays to suit market
- Developing floor plans, mapping and execution of launches / campaigns
- Installing and dismantling displays / windows / marketing

Contact: *Bakr Askr* – +96176749293

EDUCATION

Bachelor of Arts in Advertising American University of Science & Technology

09/2011 – 07/2016

Beirut

Courses

- Copy Writting
- Marketing Technics
- Psychology of advertising