



## OBJECTIVE

Seeking a full-time position in the field of e-commerce with room for growth, advancement, and challenge while contributing to the success of a dynamic and forward-thinking organization.

## EDUCATION

### American University of Beirut

Bachelor's Degree in Business Administration - Finance Emphasis  
2018 – 2021

#### Extracurricular Activities:

- RHS Scouts: led the school's scout team of more than 15 members and organized meetings and camping trips
- AUB Red Cross Youth: participated in team building activities with Red Cross members and helped aid runners of the Beirut Marathon in 2018
- AUB Drama Club: attended club meetings and rehearsals for a theater play

## SKILLS

- Fluent in Arabic and English
- Proficient in Microsoft Office Apps
- Experienced in Shopify and website management

## PROFESSIONAL EXPERIENCE

### Sales Executive

BIGSALE | 2020 – 2022

- Communicated and established strong relationships with clients while maintaining a high-level of customer satisfaction
- Fulfilled retail and wholesale orders while meeting or exceeding sales targets
- Collaborated with internal teams, including marketing and packaging, to ensure a cohesive and enhanced customer experience

### E-commerce Manager

BIGSALE | 2022 – Present

- Lead the e-commerce team made up of 5 members
- Implement improvements for user experience and website performance after creating it on Shopify in 2022
- Oversee day-to-day operations and maintenance of the e-commerce site
- Assist graphic designer in creating posts, videos, and banners for social media accounts and website
- Handle logistics with delivery companies
- Manage inventory levels and ensure timely order fulfillment

## VOLUNTEER WORK

### Banin Charity Association

NGO Volunteer

- Gathered and distributed food and medicine supplies to people in need
- Assisted in the painting and renovation of several houses for elderly people

### Beirut Marathon 2018

AUB Red Cross Member

- Assisted and served the participants of the Beirut 2018 Marathon alongside a team from the Youth Red Cross.

### Lyne Ghandour Dance Academy

Academy Volunteer

- Handled the logistics work related to multiple dance shows held for children with special needs