

Rita Nammour



Contact

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Languages

- Arabic
- English
- French

Hobbies and Interests

- Swimming
- Cooking and creating new dishes
- Solve puzzles
- Going Out

Summary

Dedicated person bringing four years of expertise in benefits administration, recruitment and staff development. Talented in bringing gaps between labor forces and management to achieve objectives. Driven and decisive with passion for building and retaining highly effective teams.

Skill Highlights

- Verbal and written communication
- Team management
- Problem solving
- Sales and marketing
- Recruitment and training
- Business administration
- Strategic and business planning
- Negotiation
- MS office
- Customer service

Experience

Waitress - 01/2016 to 01/2018

Manager - 01/2018 to 03/2020

Crepaway, Beirut

- Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge and customer demands.
- Evaluated suppliers by assessing quality, timeliness and compliance of deliveries to maintain tight cost controls.
- Hired, trained and mentored staff to maximize effectiveness.
- Identified and qualified customer needs and negotiated and closed profitable projects with high success rate.
- Enhanced training programs to strengthen employee knowledge and promote new managers from within.
- Worked with management team to implement proper division of responsibilities.
- Prepared and managed work schedules, vacation and sick time accurately on weekly basis.

Education

- Bachelor of Business Administration: **Human Resources** - 2016 to 2020 - **Sagesse University, Beirut**
- Master of Business Administration: **Supply Chain Management** - 2020 till present - **Sagesse University, Beirut**