

MYRIAM DIB

CONTACT DETAILS

Gender	Female
Date of birth	16 May 1994
Nationality	Lebanese
Gmail	myriamjdib@gmail.com
Telephone	+961 70 379327
Address	Achrafieh, Beirut, Lebanon

WORK EXPERIENCE

Azar Gems, Lebanon *Executive Sales*

June 16 – Present

- Greeting and advising customers on quality and trends of jewelry
- Displaying merchandise and promoting materials
- Explaining cuts, carats, color and clarity in jewelry and gems to customers
- Preparing bills, providing warranty certificate, wrapping merchandise, making invoices, and collecting payments

RossoNero Jewelry, Lebanon *Sales*

October 14 – May 16

- Assisted in promoting the jewels to the customers
- Supported the administrative staff in order to execute orders from the workshop to the store
- Handled the cashier function in some instances
- Assisted in managing the jewels in the store on a weekly basis
- Followed up customers' orders
- Checked inventory and provided suggestions on stocking certain items

EDUCATION

Bachelor in Graphic Design *AUL University Dekwaneh – Lebanon*

Spring'21

Baccalaureate in Economics and Sociology *Zahrat El Ihsan school - Lebanon*

2013

SOFTWARE

Microsoft Office: Word, Excel, PowerPoint
Adobe: Photoshop, Illustrator, After effect, C4D, Muse
Autodesk: AutoCAD

LANGUAGES

Arabic (Native), English (Fluent), French (Fluent)

HOBBIES

Drawing, Travelling