

SARA-MARIA BOU HABIB

Phone number: +961 70 866 344
saramariabh@hotmail.com

Araya – Baabda, Lebanon
www.linkedin.com/in/sarabouhabib123

MBA graduate from Saint Joseph University of Beyrouth, always looking for new opportunities that could help develop my professional knowledge and skills.

EDUCATION

MBA Saint Joseph University of Beyrouth,
Master's Degree in Business Administration – Concentration in Management Jun 2023

BBA Saint Joseph University of Beyrouth,
Bachelor's Degree in business administration and Management, General Jun 2021

EXPERIENCE

CMA CGM GBS

E-COMMERCE INTERMEDIATE AGENT

Dec 2022 – Present

- Oversaw web activities in alignment with Head Office directives.
- Enhanced third-party platform integration for improved customer mapping.
- Consistently met and exceeded performance targets.
- Contributed to continuous improvement initiatives.
- Played a pivotal role in understanding project requirements and providing valuable advice.
- Demonstrated strong communication skills and knowledge of Shipping front-end operations.

E-COMMERCE JUNIOR AGENT

April 2022 – Dec 2022

- Provided prompt and effective customer support.
- Managed website registrations and optimized user experiences.
- Streamlined operations by expertly rerouting misrouted files.
- Ensured strict compliance with Agency and Head Office requirements.
- Collaborated closely with the team Supervisor to resolve job-specific concerns.
- Stayed updated on the latest technology and office tools.
- Ensured daily counts aligned with weekly figures and productivity records, maintaining accuracy.

SMLC PEPSICO

ORGANIZED TRADE INTERN

Jun 2021 – Aug 2021

Learned about PepsiCo's portfolio, the planograms, and their respective key factors (traffic flows, FIFOs...). I also gained knowledge in growing existing customer base,

Identifying, and studying new markets and business opportunities, Monitoring the stock of products and Product costing.

PROFESSIONAL TRAINING

- TOEIC certificate of achievement
- Competition Compliance
- Corruption and conflict of interest
- CSR - Responsible Digital
- Cybersecurity
- Data Privacy Basics
- Digital Agency - Import management
- Discover CSR
- Fighting against corruption
- Fraud Awareness
- Power and value of data
- Preventing Workplace Discrimination and Preventing Workplace Harassment

LANGUAGES

Arabic: Native language

English: Fluent

French: Fluent

SKILLS

- MS office (Word, Power Point, Excel)
- Teamwork
- Leadership
- Time Management
- Creative Thinking
- Writing Skills
- Multitasking
- Content Research and Development