



Samira Hijazi

OBJECTIVE

To be a part of a company that indulges professional growth, which provides challenging and rewarding career while allowing me to utilize my knowledge and skills.

WORK EXPERIENCE

De Beers Jewelry – Doha, Qatar 26, October 2021 – 31, October 2021

Part-Time Sales

- Present, promote and sell products
- Establish, develop and maintain positive business and customer relationships
- Provide customers with information about items
- Elevate complaints to management
- Solve customers' complaints

Cedrus Bank – Beirut, Lebanon May 2019 – October 2020

Teller

- Assist the customers with all accounts' related matters
- Assist new customers in opening new Bank Account
- Offer and sell all types of Bank Products to customers; credit card-debit card- VISA card...
- Solve customers' issues with their accounts

CERTIFICATION

Introduction to Customer Relationship in Management - 2021

ACADEMIC QUALIFICATIONS

Bachelor's Degree in Marketing & Advertising – Rafik Hariri University – Lebanon, 2019

REFERENCES – Available upon request.

PERSONAL DETAILS

Address: Lebanon

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Nationality: Lebanese

PERSONAL SKILLS

Communication Skills

Organization Skills

Teamwork

Adaptability and flexibility

Detail Oriented

Time management

Microsoft Office

INTERNSHIP

Teller & Customer Service

Fransabank

May 19 – Jul 19

LANGUAGES

Arabic

English