



RIM NAJDI

Management Administration



ABOUT ME

Seeking a role where I would be given an opportunity to utilize the theoretical skills, sense of responsibility and efficiency, as well as demonstrating success in applying hard work in the field. I expect to build my experience and expand my perspective where I can utilize my technical and methodical aptitude and most importantly, making an adequate contribution to the success of your company.



CONTACT ME



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TOP SKILLS



Communication Skills



Diligence and hard work



Teamwork and collaboration



Analytical skills



Creative thinking, problem solving ability and time management



Proficiency in MS Office tools



WORK EXPERIENCE

ASSISTANT MANAGER



Smart Mega Sellers



03/2020 - 06/2022 (2 years, 4 months)

- Communication between suppliers regarding prices, orders & delivers.
- Finalizing the duty charges documents for the clients.
- Report to the higher management about the finalized & pending work.
- Communication between different departments
- Meeting the timeline of all the requested tasks to be finished efficiently & accurately.

SALES ASSOCIATE



Isabel Marant-ABC sal



04/2019 - 05/2020 (1 year, 2 months)

- Delivering a luxurious customer service.
- Handling daily accounting reports & cash register.
- Supporting colleagues in term of trainings.
- Styling many celebrities & creating outfits on a daily basis.

SALES ASSOCIATE



Nine West-Retail Group



10/2017 - 03/2019 (1 year, 6 months)

- Cross-selling products to increase purchase amounts.
- Operating cash registers, managing financial transactions & balancing drawers.
- Introducing promotions & opportunities to customers.

PRODUCT PROMOTER



Kristie's/IProm agencies



08/2015 - 06/2017 (1 year, 11 mont...)

- Approaching customers.
- Introducing new products & convincing them of making the purchase.
- Demonstrate & provide informations on promoted products.

ACCOUNTING INTERN



Bordeaux For Audit&Account...



08/2017 - 09/2017 (2 months)

- In charge of accounting supervision & operations.
- Accessing financial records of clients.
- Preparing assets, capital accounts entries by compiling & analyzing account information.



EDUCATION

MASTERS IN BANKING AND FINANCIAL SUPPORT S...



Lebanese University



10/2020 - Current

BACHELOR IN BANKING AND FINANCIAL SUPPORT SERVICES.



Lebanese University



11/2013 - 06/2020 (6 years, 7 months)



FOREIGN LANGUAGES



French (C2)

★★★★★



English (B2)

★★★