

CARLA EL MACHAALANY

PROFILE

Goal oriented team player with a drive for self-development, capable of tackling several sales related tasks on various fronts. My education and fluency in three languages as well as my experiences enables me to serve a larger segment of customers while remaining laser focused on both my professional goals and firm values.

EDUCATION

Bachelors in Mechanical Engineering (Till Present)

Focuses mainly on problem solving under stress and building computer skills

High School Diploma in General Sciences

Gained broad Knowledge in sciences and built analytic skills at a young age.

EXPERIENCE

Co-owner of a Small Freelance Business

- Researching target audiences and created lists of people and businesses to reach out to.
- Managing finances and product inventory.
- Answering questions, comments, concerns relating to our services and products.
- Working to stay up-to-date with the market regarding products and offerings to meet customers needs.

Sales Associate

- Handle big stock coming in and out under stress
- Making sure of the stock is well equipped everyday
- Manage sales of the store day by day and keeping track of details
- Responsible of customer service and dealing with sensitive situations
- Leading a team on my own when needed

Waitress/ Cashier

- Communication skills.
- Ethics of serving and welcoming and greeting upon customer's departure.
- Handling customer support and reviews.
- Multitasking under stress.
- Ability of using POS systems and Cash handling, payment process.
- Keeping track of products at the end of every day and requesting what is missing.

SKILLS

- Linux OS Essentials
- Python Basics
- Communication Skills
- Detail Oriented
- Data Entry
- Work Under Pressure
- Problem Solving
- Leadership
- Fast Learner

LANGUAGES

- English
- French
- Arabic

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