

Ghina Ibrahim

Beirut, Lebanon
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PERSONAL PROFILE

Agile and well-organized individual.

Keen to support the company's organizational and communication skills. Willing to undergo training and grasp new skills.

EMPLOYMENT HISTORY

Assistant Manager, *Gymental*

Beirut, Lebanon | October 2022 - Present

- Accounting.
- Clinical assistant.
- Inventory checking.

Assistant Manager, *Productra* (Remotely)

Beirut, Lebanon | April 2021 - August 2021

- Assembled presentations and reports.
- Recruited team members.
- Conducted research and helped manage projects.
- Prepared proposals.

Animator, *Artists and More*

Beirut, Lebanon | December 2019 - January 2020

Salesperson, *Malik's Bookshop*

Beirut, Lebanon | August 2018 - June 2019

- Assisted customers to locate stationery items needed.
- Checked for stocks at other branches and ordered requested stocks for clients.
- Elevated complaints to management and kept track of inventory.
- Trained and supervised two new employees.

INTERNSHIPS

Trainee, *Blom Bank*

Beirut, Lebanon | 2016

- Contacted clients to update their KYC (Know Your Client).
- Worked under the guidance of the Bank Manager to achieve team sales goals.

COURSES

Marketing and Sales, *Arizona State University*. (2020)

Management of Fashion and Luxury Companies, *Bocconi University*. (2021)

EDUCATIONAL HISTORY

Bachelor's Degree, *Université La Sagesse*

Beirut, Lebanon | September 2012 - July 2016

BS in Business Studies with emphasis in Human Resource Management.

Lebanese Baccalaureate Diploma (Economics & Sociology).

SKILLS

- Time Management.
- Customer Service.
- Fluent in English and Arabic.
- Microsoft Office (Advanced).