

Sara El Hajj Hussein

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Beirut, Lebanon

OBJECTIVE

Seeking for a new fruitful and challenging job to work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

PERSONAL DETAILS

- **Nationality:** Lebanese, Female
- **Marital Status:** Single
- **Age:** 24 years old

Academic Qualifications

- 1- Web Development – **CIS College** - 2022
- 2- Bachelor of Management Information System MIS – **LIU** – 2022
GPA 3.08
- 3- Terminal in Economy and Sociology - 2018

Key Skills and Competencies

- **JOB TITLE:** Customer Care/Sales Person at **ANNAR Boutique**
December 2022-Current
- **JOB TITLE:** Customer care/sales person at **ZeinELDeen HAUTECOUTURE**
July-november 2021
- **JOB TITLE:** Freelance Marketer at **Global Hi Solution**
August-October 2021
 - Following up social media pages for the company and companies that were contracted with.

- Updating posts on social media pages such as Facebook and Instagram

Boosting posts and monitoring insights.

- **JOB TITLE:** Cashier at MiniMarket MALAK

May-October 2019

- Greet and help the customers.
- Handling the petty cash.

- **JOB TITLE:** Data Validator-Freelancer - BOT(NGO)

February-July 2019

- Listing items on company's private site, in addition to their details and photos then publishing them.

- **JOB TITLE:** Tutor for elementary students- Private

July 2018-February 2019

- Daily agenda for students.

- **JOB TITLE:** Customer Care / Sales Person at Porch- clothes shop

May-Oct 2017

- Greet and help the customers.
- Make sure that guests are completely satisfied.
- Handling the petty cash.
- Close the sale by adding additional offers for the customer.

ADDITIONAL SKILLS/ATTRIBUTES

1. Multi-task, punctual and ambitious.
2. Good Spoken and written Arabic and English

3. Familiar with Microsoft word , Excel and PowerPoint.

Projects, Trainings & Certificates

- Volunteering with KAFA NGO-Current
- Project with **FamilyRightsForum** within the frame of SHELEADS
- Certificate of participation within the framework of SHE LEADS project-
FamilyRightsForum

MAY-JUNE 2022

- DOT Microwork Training at BOT – Feb 2019