

Contact

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Address

Dohat Al Hoss,
Doha Dreams,
2nd block,
4th floor

Education

2020 - Present

Information and Communication Studies & Social Justice

University College Dublin (UCD)

2017 - 2018

Highschool Diploma

Eastwood College Kfarshima

Skills

- Social Media Expert:
Facebook, Instagram,
LinkedIn, TikTok
- Communications skills
- Teamwork skills
- Critical thinking
- Microsoft. Excel
- Analytical skills

Language

English

Arabic

Spanish (beginner)

Lara Assaf

A UCD Information and Communications & Social Justice student. Dedicated, focused and knowledgeable student who excels at prioritizing, completing multiple tasks simultaneously and follows through to achieve all projects. Seeking a role of increased responsibility and room to excel.

Experience

January 2022 - May 2022

SuperDry I Dundrum., Dublin, Ireland

Sales Assistant

- Operate cashiers, and all associated procedures such as click and collect, customer sign up, returns and refunds.
- Replenish stock, working with both, on the shop floor and the back stock.
- Handled basic customer complaints.

December 2020 - September 2021

Rituals I Dundrum., Dublin, Ireland

Key Holder

- Helped customers complete purchase, locate items and join the loyalty programs.
- Processed POS transactions including cash and credit cards and refunded and exchanged different products.
- Till opening and closing
- Maintained up-to-date knowledge for current sales and promotions.
- Handled customer complaints and forwarding serious issues to the manager on duty.
- Assisted with store deliveries and click and collect service.

March 2020 - August 2020

Smiggle I Dundrum., Dublin, Ireland

Sales Assistant

- Computed sales pricing processed cash and credit card payments.
- Received, checked, priced, and prepared shipment of new merchandise for display and sale.
- Maintained up-to-date knowledge for current sales and promotions.
- Described and explained the use and care of the merchandise.
- Answered customers queries and complaints.

June 2019 - August 2019

Gym19 I Khalde Beirut., Lebanon

Receptionist

- Handled all incoming phone calls and answered customers queries.
- Maintained a record of all guests and members coming into the gym.
- Managed all cash transactions.
- Closed and opened the cashier.
- Kept record of stock level.

Reference

Available Upon Request