



JESSICA KAIROUZ

SALES REPRESENTATIVE

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November 9, 2001

Lebanon, Beirut, 1100
Achrafieh, Sagesse Street, Near Saint
Georges Hospital

They say: "The key of success is to focus on goals, not obstacles". I used that key and made it the reason behind my success. Skilled professional with integrity. Committed to quality and excellence. Seeking a responsible challenging position capacity in a stable organization where my qualification and experience could be properly utilized.

EDUCATION

BIAS Bachelor of Business
Administration in Accounting
Information Systems
LEBANESE
INTERNATIONAL
UNIVERSITY
2020 – Present

Access 12 – English
Access Microscholarship
Program
2017 – 2018

High school Diploma of
GIBRAN KHALIL GIBRAN
Bcharre
2017 – 2019

SKILLS

- Customer service
- Sales
- Office administration
- COMPUTER SKILLS
- Microsoft office
- Communication
- Statistics (MAGPI app)
- Problem-solving

LANGUAGES

- ARABIC — NATIVE
- ENGLISH — ADVANCED
- FRENCH — ADVANCED

WORK EXPERIENCE

Sales Representative 2023-Current
Emotions Patisserie & Glassier | Achrafieh

- Responsible for selling products and meeting customer needs while obtaining orders.
- Accepting payments, offering discounts, and processing refunds and exchanges.
- Balancing the cash register and generating reports.

Junior Accountant Internship Experience 2022 - 2023
Attieh Auditing | Jal El Dib, Lebanon

- Posted journal entries and maintained files and records required for the operations of financial workflow.
- Preparing bank reconciliation.

Manager & Sales 2020 - 2022
Vibes Resto Bar | Bcharre, North Lebanon

- Developing sales strategies, plans and targets.
- Maintaining a safe work environment.
- Building and promoting strong, long-lasting customer relationships by partnering with them and understanding their needs.

Team Leader & Captain Waitress 2018-2020
Al Arz Cedrium Hotel | Bcharre, North Lebanon

- Ensure the guest feels important and welcome in the restaurant.
- Ensuring quality service.

VOLUNTEER

Volunteer at Lebanese Red cross Youth sector Bcharre,
member in the ENV committee in the Center, 2019 - 2021 .

- our role was protecting the environment and minimize risks to human health and promote the transition to a circular economy.

Volunteer at Lebanese Red Cross (EMTB) ,2021 – current

- serving the society, alleviate human pain without any discrimination as to nationality, political commitments or social class.

REFERENCES

References available upon request.