

CAREER STATEMENT

Keen to thrive in a dynamic retail environment, I am excited to contribute my expertise, knowledge, and educational background for mutual success. Committed to continuous growth, I look forward to making a positive impact on the team and the company, while gaining valuable experience

Work experience

Data Entry Specialist (2021-2022) @Al-Hadi Lab

- ✓ Data Input: Accurately entering data into databases or spreadsheets.
- ✓ Verification: Reviewing and correcting errors or discrepancies in entered data.
- ✓ Data Maintenance: Updating and ensuring the accuracy of databases.
- ✓ File Management: Organizing and managing electronic and physical files.

Assistant Manager (2017-2021) @ Penna Karout stationary

- | Management | Strategy | Collaboration | Analytics |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|
| ✓ | Overseeing and managing all activities of the junior sales operations department. | | |
| ✓ | Increasing the sales department's productivity through improved sales processes and approaches and adoption of effective business tools. | | |
| ✓ | Providing the vision and guidance to junior sales operations in an effort to avail an inclusive and motivating work environment that enables the achievement of the sales targets and objectives. | | |
| ✓ | Assisting in the formulation, definition, and maintenance of sales policies across the department in order to promote behavior and alignment with the business's overall values and objectives. | | |
| ✓ | Sales reporting, which enables the development of fact-based insights that in turn bring about enhancement in sales efforts, hence, enabling the achievement of sales department targets and objectives as well the overall objectives and targets of the business. | | |
| ✓ | Partnering with the team in developing and defining departmental priorities in order to continually improve sales processes through automation and analytics. | | |
| ✓ | Working closely with other colleagues in order to hit the division and company target. | | |
| ✓ | Developing analytical and reporting frameworks that are in line with the business's overall objectives. | | |

Education

- Master 2 degree in Public law (under graduate) - Islamic University of Lebanon
- Master 1 degree in Public law -2021- Islamic University of Lebanon
- Bachelor degree in law – 2020- Islamic University of Lebanon

Skills

Communication skills outstanding communication skills with an ability to tailor messages for any audience at hand.

People Skills:

Likeable and approachable individual who will attract prospective consumers to the business and establish strong and long-lasting relationships with existent clients, hence, retaining their business and constantly meeting sales goals and objectives.

Smooth performance of his duties.

Good customer service.

For reference kindly check the customer's reviews: Zahar kids fb page.

Familiar with social medias platforms.

Creating creative stories to be posted on social media.

Shooting models to use this photo in advertising and marketing.

Interpersonal Skills

Result-driven always striving to achieve set goals and targets,

Consumer-oriented.

Patient individual,

Able to deal with difficult clients.

Self-motivated.

Ability to handle multiple simultaneous tasks and meet tight deadline.

Positive can-do attitude.

Ability to mentor and develop a team.

Demonstrate calmness and composure in times of uncertainty and stress inspiring the same in his team.

Analytical Skills ability to analyze complex data and information, translating the findings into actionable messages, deliverables, and presentations.

Ms Office skills familiarity in the use of Ms Word, Ms Excel, PowerPoint and Outlook

Languages: English, French and Arabic. (Spoken and written)