

MonyaTallah Hussein Amsha

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Beirut, Lebanon

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Lebanese

Date of birth: 12/12/1997



Objective

I am seeking a competitive and challenging environment where I could use and enhance my knowledge and talent for the development of both the organization and myself.

Education

Business management / [American University of Culture and Education](#)

Nabatiyeh/Lebanon

From November 2016 to July 2018

Humanities / [Al-Taibah Official High School Al-Taibah](#)

From October 2015 to July 2016

Work experience

Branch Manager / [Alfarouj AlZahabi Oudaisseh](#)

From December 2018 to March 2020

- Training staff to follow restaurants procedures:
- Maintaining safety and food quality standards
- Organizing schedules
- Keeping track of employees' hours
- Recording payroll data
- Ordering food, linens, gloves and other supplies while staying within budget limitations

Sales manager / [Bon Food Oudaisseh](#)

From April 2020 to November 2020

- Hiring, training and providing professional development for sales team
- Setting and presenting weekly, monthly and quarterly sales goals for the team
- Generating reports to track sales and goals
- Evaluating sales practices and processes to see if they are having the desired impact
- Building good relationships with clients and customers

Purchase manager / [LaPatissiere Oudaisseh](#)

From January 2021 to October 2021

- Planning and overseeing the work of buyers and purchasing
- Establishing guidelines on how often the company gets price quotes for items, the number of bids to accept and which vendors to consider
- Buying goods and services for the company
- Discussing contracts
- Evaluating quality, price, reliability, technical support and availability of goods and services

Accounting assistant / [TransDaz Ouddaisseh](#)

From December 2021 to May 2022

- Maintain company ledgers and daily financial transactions
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders
- Manage payroll activities and release salaries
- Coordinate and manage payment and billing details of external service providers, contractors and
- Verify payments and deposits made through the company account
- Create daily reports for management

Marketing specialist / Equal Saudi Arabia

From October 2022 to November 2022

- Develop, implement, and track marketing programs such as email, social media, or digital campaigns, and events
- Collaborate with other internal teams (e.g., product and sales) to develop and monitor strategic marketing initiatives
- Analyze and report on the performance and efficiency of campaigns
- Conduct market research and analyze trends to identify new marketing opportunities
- Develop and create marketing materials, such as sales and product collateral, and ensure brand guidelines are met

Sales / Cell Tech Oudaisseh

From December 2022 to December 2023

- Selling telephones and accessories to prospective customers
- Working on **Whish Money** system:
 - Transfer money local in LBP and USD
 - Send and receive money internationally
 - Pay mechanic dues and dues of ministry finance
- **Sayrafa**, exchange money according to daily rates

Founder of Girly Things by Monya

Since 2020

- Online page on Instagram with 4K followers
- Shipping products from Germany
- Makeup, skincare, perfumes
- Maintaining strong relationships with customers based on trust

Languages

Arabic: native language

English: fluent

Skills

Organizational skills: documentation, researching, planning management

Communication skills: active listening, objective reports

Technical skills: word, power point, excel

Assets:

Customer service: I've been in the customer service industry for 5 years mostly as a customer service specialist where I handle customer inquiries, assisting with concerns and resolving issues either by phone, email, or chat

Inserts:

Hobby: site seeing, reading