

SALWA CHAMAA

Beirut, Lebanon | +961 71168217 | salwa1chamaa@gmail.com

Objective

Business Management graduate with strong communication and organizational skills, seeking to contribute and grow professionally in a dynamic work environment.

Skills

- MS Word, Excel, PowerPoint, Soft Pharm | Languages: Arabic (Native), French (Fluent), English (Fluent)

Education

Beirut Arab University | Bachelor in Business Administration / Management | 2020 - 2023

Work Experience

Jubaily Bros. | Coordinator - Assistant Management, After Sales & Customer Service

April 2025 - Present

- Prepare and organize maintenance contracts
- Coordinate daily tasks and assist management
- Provide after-sales support & handle customer inquiries

Aishti | Cashier

April 2023 - [End Date]

- Managed cash & cheque transactions
- Reported to head cashier & entered customer info
- Provided customer service & assistance

Irada/Khoubourat | HR Intern

Jan - Feb [Year]

- Screened CVs & assisted candidates
- Filled applications & posted job ads

Hala Pharmacie | Assistant Administration

2018 - 2023

- Operated pharmacy systems
- Provided customer service & managed finances