

Siham Turk

📍 POB: Lebanon, Beirut (LB)

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Professional Summary

Self-motivated individual with strong enthusiasm for gaining valuable experience. Confident and goal-oriented, with the ability to work independently as well as in teams. Quick to learn new skills, capable of handling demanding workloads, and willing to take on additional tasks and responsibilities.

Experience

Customer Service Coordinator /Administrative assistant, Barakat International for Fruits & Vegetables.

December. 2022 - March. 2024

- Managing calendars, schedule meetings.
- Handling incoming calls, emails, and other communications, prioritizing urgent matters. Coordinating with internal teams and external vendors as needed.
- Organizing office supplies inventory.
- Preparing agendas, taking meeting minutes.
- Preparing orders and setting up invoices
- Following up prices
- Answering phone calls and making deals
- Handling all customer complaints

Online sales representative, Orca fashion store.

November. 2020 - May. 2021

- Preparing and following up with clients online via social media (Instagram and WhatsApp)

Assistant Store Manager/ Cashier, Jacadi Kids Boutique clothes, gadgets & furniture.

October. 2014 - November. 2019

Sales Representative /Cashier.

June. 2009 - November. 2012

- Preparing client's orders and setting up invoices.
- Following up prices.
- Setting up display window upon arrival of new collections.
- Contributing in encouraging other employees to become actively involved in the work.
- Handling all customer complaints & reporting it to the Regional Supervisor to solve it the correct way.

Skills

Windows operating systems

research skills

Business Marketing

cash flow

Languages

Arabic

English

- Filling the absence of the shop manager (coordinating and receiving the sales orders
- managing the counter/boutique
- setting up employee's schedule, training, recruiting, feedback reports)
- Ensure having a welcoming & comprehensive atmosphere that resulted in attracting foreign customers.
- Making daily cash flow, inventory and closing

Sales Representative. Al Rifai Roastery

[December. 2006 - August. 2009](#)

- Preparing and requesting daily branch orders.
- Checking and receiving orders.
- Ensuring clients satisfaction of their orders and printing invoices.

Education

Beirut Open University, Beirut

[Business Marketing, 2012](#)