

Sally Dagher

Beirut, (961) 71360018,
salydagher@hotmail.com

Summary

Highly organized and service-oriented professional with strong experience in data entry, customer support, and front-desk hospitality. Recognized for accuracy, efficiency, and a polished, welcoming presence. Adept at managing records, handling inquiries, and ensuring smooth, customer-focused operations across dynamic environments.

Education

Bachelor in Economical Science, 2021
Lebanese University, Lebanon

Experience

Mazen Pharmacy S.A.R.L, Beirut

Data Entry Specialist

(2022) - (2023)

- Accurately entered, updated, and maintained medication and order data in the pharmacy management system.
 - Monitored daily inventory levels and ensured all stock records were precise and consistently up to date.
 - Processed sales and purchase invoices, verified accuracy, and reconciled them with system entries.
 - Organized and managed digital records to ensure efficient retrieval of information.
 - Reviewed, validated, and corrected data prior to final submission to maintain high data integrity.
 - Supported pharmacy operations by coordinating with staff and contributing to smooth day-to-day workflow processes.
- Skills: Data Entry & Data Management, Database Systems (Pharmacy/Inventory Software), Microsoft Office Suite & Google Sheets, Electronic Filing & Digital Recordkeeping, Inventory Management, Invoice Processing & Reconciliation, Accuracy & Attention to Detail, Typing Speed & Accuracy, Stock Monitoring & Control.

ALDO Retail Group, Beirut

Cashier and Customer Service Representative

(2022) - (2022)

- Delivered a welcoming and professional customer experience, creating a positive first impression.
 - Assisted clients in selecting footwear and accessories tailored to their needs and style preferences.
 - Accurately processed sales transactions, returns, and exchanges.
 - Actively engaged with customers to support the team in achieving daily sales targets.
 - Collaborated with colleagues to ensure smooth store operations and high levels of customer satisfaction.
- Skills: Customer Service & Client Engagement, Sales Target Achievement, Product Knowledge, Communication & Active Listening, Problem-Solving & Conflict Resolution

Spinneys Supermarket S.A.R.L, Beirut

Cashier and Customer Service Representative (2021) - (2022)

- Handled daily cash, card, and digital payments with high accuracy and professionalism.
 - Conducted end-of-shift cash audits, ensuring all transactions were balanced and compliant with internal procedures.
 - Identified and resolved discrepancies in transactions, maintaining accuracy in financial records.
 - Collaborated with supervisors and internal auditors to review cash handling practices and implement corrective measures.
 - Maintained accurate point-of-sale (POS) records and ensured compliance with store financial policies.
 - Provided excellent customer service by processing purchases efficiently and addressing customer inquiries.
- Skills: Cash Handling & Reconciliation, Point-of-Sale (POS) System Operation, Time Management, Transaction Accuracy, Invoice & Receipt Verification, Customer Support & Communication, POS Software, Recordkeeping & Data Accuracy, Patience & Positive Attitude, Professional and Friendly Service.

Languages

- **Arabic:** Native
- **English:** Professional Working Proficiency
- **French:** Professional Working Proficiency