

MIRA KOROK

Beirut, Lebanon | korok.mira2001@gmail.com | +961 71 646 900

SUMMARY

Results-oriented and proactive administrative and sales professional with over 5 years of hands-on experience in office administration, customer service, and retail sales. Skilled in organizing tasks, managing inventory, client communication, and digital content creation. Adept at maintaining smooth office operations and providing excellent client experiences. Bilingual in Arabic and English with strong proficiency in Microsoft Office Suite.

EXPERIENCE

Administrative Assistant

Pure Health | Dubai, UAE

2024 - Present

- Manage daily administrative operations ensuring adherence to company procedures and standards.
- Handle phone calls, schedule meetings, and maintain organized records of room bookings.
- Act as first point of contact for clients and staff, fostering smooth internal communication.
- Monitor inventory and maintain supply levels for uninterrupted office functionality.

Sales Associate

Yara Eye Care | Beirut, Lebanon

2023-2024

- Guided customers in selecting frames based on style and optical needs.
- Explained lens features such as UV protection and scratch resistance.
- Maintained product inventory and ensured high levels of customer satisfaction.

Administrative Assistant

Translatorem | Beirut, Lebanon

2019-2022

- Provided full administrative support, including calls, scheduling, and customer interaction.
- Managed online platforms, responding to inquiries and promoting services.
- Created professional documents such as memos, invoices, and marketing content.

Promoter

Halwani | Beirut, Lebanon

2018-2019

- Set up promotional booths and engaged customers at events.
- Provided product information and maintained a clean display area.

EDUCATION**Bachelor of Marketing**

Lebanese Canadian University | Faculty of Business Administration |

2021

GPA: 3.8 / 4.0

CERTIFICATIONS

Excel with Excel Training – United Arab Emirates, 2025

Communication skills Training – United Arab Emirates, 2025

Customer service Training – United Arab Emirates, 2025

KEY SKILLS

- Office Administration
- Customer Service & Sales
- Microsoft Office (Word, Excel, PowerPoint)
- Inventory Management
- Scheduling & Coordination
- Social Media Content Creation
- Communication & Interpersonal Skills

LANGUAGES

- Arabic: Native
- English: Fluent