

**Ghida Dlaykan**

**Business Management**

**Address:** Aley, Lebanon

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**Objective:**

To utilize my sales and leadership skills to obtain a full time position that offers a professional working environment and enables me to grow while meeting the company goals.

**Civil Status:**

Place of Birth: Aley, Lebanon

Date of Birth: December 5<sup>th</sup>, 1991

Nationality: Lebanese

Marital Status: Single

• **Education:**

**2010-2014**

**MUBS**

**Aley, Lebanon**

Bachelor's degree in Business Administration

**2006-2009**

**MAOSS**

**Aley, Lebanon**

Lebanese Baccalaureate in Socio Economics

- **Work Experience:**

**Jan 2018-Present      AMB Group      Head Office-Corniche El Mazraa**

**HR Assistant:**

- ❖ Preparing all employee related Letters, internal memos and other correspondence and documentations as needed
- ❖ Setting and maintaining the HR filing system
- ❖ Preparing employment contracts and necessary paper work
- ❖ Monitoring daily attendance
- ❖ Updating and maintaining payroll records/Amendment list
- ❖ Maintaining leave, sickness and overtime reports
- ❖ Scheduling interviews and coordinates process

**Jan 2017-2018      Malik's Bookshop      Head Office, Lebanon**

**Purchasing Department:**

- ❖ Purchasing supporter
- ❖ Contact suppliers
- ❖ Purchase order for branches and customers
- ❖ Entering invoices
- ❖ Entering new items and Pricing

**2014- 2016      Blom Bank      Head Office, Lebanon**

**Credit cards Department:**

- ❖ Issuing credit cards
- ❖ Granting credit cards
- ❖ Study and Analysis credit card customer's application
- ❖ Banking product telemarketing
- ❖ Connect with potential customers
- ❖ Offering Blom products

**2014      Banque Du Liban      Aley, Lebanon**

- ❖ Training period ( 2 months ) about all departments of Banque du liban
- ❖ Making a report about the notes that we took into the banking sector

**2013**

**L'heritage,Resort**

**Ain Remeneh**

- ❖ Receptionist
- ❖ Knowing a briefly of Sales/marketing
- ❖ MS and GPOS system
- ❖ Worked at the reception office (taking and transferring calls and entering data)
- ❖ Assisted the Quality Manager in day to day operations

**2010-2012**

**Eldorado**

**Aley, Lebanon**

- ❖ Worked in the customer service department as a Sales Supervisor
- ❖ Exceeded my sales target which resulted in a salary bonus of 2%
- ❖ Was in charge of Stock Control

### **Computer knowledge**

Competent with Microsoft Office (Word, Excel, Power Point)

System 5 (Stock keeping and customer data software)

### **Certification**

- ❖ IC3 certificate at MUBS in 2012
- ❖ BLOM Shabeb CV and Interview workshop at MUBS in 2012
- ❖ English Language certificate at Aley Vocational College in 2010

**Languages** Arabic, English, French

### **References:**

- Will be made available upon request