

Beirut, Lebanon
Tel: +961 (71) 461655 - Email: sara.nassereddine93@gmail.com

SARA NASSEREDDINE

PERSONAL INFORMATION

Nationality: Lebanese
Date of Birth: 09/08/1993

CAREER SUMMARY

My aspiration is to obtain a full time position in a business that offers a competitive professional working environment enabling me to extend my knowledge and improve my skills to the maximum efficiency and effectiveness.

EDUCATION AND ACADEMICS

Oct 2015 – July 2018 Lebanese International University **Beirut, Lebanon**
Bachelor in Business Management

PROFESSIONAL EXPERIENCE

April 2017- Present Mediterranean Organica (Al Marej Organic Store) Beirut, Lebanon

Inventory Control Clerk and Cashier

- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to reports.
- Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
- Processes and/or approves invoices for payment.
- Processes and documents returns as required following established procedures.
- Performs routine clerical duties, including data entry, answering telephones, and assisting customers.
- Handle cash and cash-related payments.
- Receive payment by cash, check and credit cards.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints.

August 2016 – February 2017 Ministry of Finance – VAT Department Beirut, Lebanon

Administrative Officer

- Data Entry and archiving of VAT related documents

January 2012- March 2016 Joanna Laura Constantine Est. Beirut, Lebanon

Sales Coordinator and Office Administrative

- Track of Shipments
- Invoicing

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- Follow up on purchases, inventory and payments related matters
- Handles cash related matters

SKILLS & ABILITIES

Proficiency in Microsoft Office software (Word, Excel and PowerPoint)
Effective verbal, written communications skills
Time management
Analytical and numerical skills.

LANGUAGES

Arabic - Native, **English** - Proficient

Hobbies

Drawing, Jogging and Hiking

REFERENCES AVAILABLE UPON REQUEST