

RIM

KARBALA

Personal Information:

Nationality: Lebanese

Place of Birth: Ain Kana

Date of Birth: 7.7.1992

Marital Status: Single

Address: Basta El Tahta,
Zahrawi Street, fawaz bldg,
6th floor

SKILLS:

Decision making skills

Analytical thinking

Leadership skills

Negotiation and presentation
Skills.

Hand sketching.

Highly creative, Attention to
detail.

Ability to work on multiple
projects.

Space planning and utilization.

LANGUAGES:

Arabic: fluent

English: spoken and written

French: spoken and written

Spanish: fair

Work Experience:

INTERIOR DESIGNER SKAFF INTERIORS

21. October. 2013-Present Retail of decorative textiles, Wallpaper, furniture and Accessories

- Welcome clients at entrance and handle all their requests by recommending and providing best products and services.
- Supervise the showroom team members' work on a daily basis and assist them in the sales process.
- Visit clients to give interior recommendations and handle their projects.
- Work on interior software programs when needed and requested.
- Maximize customer satisfaction and sales by providing an excellent customer experience and dealing with customers' queries and complaints.
- Control upholstery and tailoring plans and quotations before delivery to the production department.
- Maintain clients' database and files on the system and follow up on customers' orders
- Prepare orders and follow up with the branch coordinator on the daily requests.(orders,delivery dates,enquiries,inventories and product availability).
- Monitor and report the store's inventory.
- Submit reports on a daily, weekly, and monthly basis to the management.
- Maintain an outstanding store condition in collaboration with the visual merchandizer
- Represent the company at business meetings and exhibitions.

SALES

2009-2011

LIBRARY HALA

EDUCATION:

- Bachelor Degree, Communication arts, Interior design
Lebanese International University - Beirut, Lebanon.

2010 - 2014

- Official Lebanese Baccalaureate, Emphasis on Economy and Sociology
"Les Filles de la charite clemanceau" - Beirut, Lebanon

1996-2010

IT & SOFTWARE SKILLS:

- AutoCAD 2D and 3D
- Adobe Photoshop
- Autodesk 3ds Max
- Microsoft Office (Word, Excel, Power Point)

REFERENCES:

Available upon requests.