

Razan Zreik

Lebanese

Married

Born: November/ 27/ 1995

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Objective

Seeking a challenging position in a progressive organization that offers opportunities for advancement and where my skills can be employed and developed.

Work Experience

Dec 2017-July-2018

Operation & HR Manager at Cherry Beauty Lounge (Kraytem & Ashrafieh)

- **Monitor staff performance and attendance activities**
- **Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.**
- **Provide information and assistance to staff**
- **Prepare Statement of accounts for all suppliers**
- **Prepare payments for suppliers**
- **Set Monthly Marketing Plan**
- **Process monthly payroll, collecting timesheets, leave requests, and work percentages for all staff.**
- ***Data Entry (Logistics Services)***
- ***Set meetings with suppliers***

Dec 2016 -Dec 2017

HR Officer “AMB Group SAL”. (Beirut, Cornish Mazraa near Mazen Pharmacy)

AMB Group is the Head office for three diversified group of company's entities: Mazen World, Mamas Papas, Mazen Pharmacy and Ammo Dikkanji supermarket

- **Provide support to supervisors and staff to develop the skills and capabilities of staff.**
- **Monitor staff performance and attendance activities**
- **Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.**
- **Provide information and assistance to staff, supervisors and Council on human resource and work-related issues.**
- **Leading day to day payroll administration, including monthly payroll processing, collecting timesheets and leave requests.**
- **Updating the leave balance (annual, unpaid, sick, exceptional or any other kind)**
- **Filling NSSF papers for new joiners and for leavers**

May 2015-Aug 2016

Front office supervisor “Orient Queen Homes (Beirut, Hamra near AUB)

Job description:

1. Sales and Reservations
2. Meetings with customers

Mar 2016 -May-2016 : **Customer Service Representative** “BMC- Business Machines Corporation, (Beirut Lebanon- Hamra)

Job description:

- *Schedule meetings with the region and international companies to discuss further business opportunities*
- *Prepare minutes of meetings*
- *Data Entry (Logistics Services, Faxes{In-Out})*
- *Set meetings with contractors and subcontractors*

Dec 2015 -Feb -2016 : **Assistant Chairperson of Economics Department** “AUST- American University of Science & Technology

Job description:

Prepare minutes of meeting

- 1) Memos
- 2) Prepare departmental reports
- 3) Follow up with students
- 4) Assist the chairperson with the course offerings for the following Semesters

Dec 2014 -Nov -2015: Sales Associate “ABC-Ashrafieh”

Job description:

- Greet and welcome customers in a friendly and courteous way
- Assist Customers in satisfying their needs; help in choosing items and lead them to the Cash area upon the end of the shopping tour.

- Maintain composure at all times; remain polite and respectful at all times regardless of the situation
- Maintain cleanliness and tidiness of the store floor at all times including neat merchandise presentation as well as cleanliness of shelves, tables, and other furniture and fixtures
- Replenish merchandise regularly to ensure the availability of all items
- Assist merchandisers in display; inform them on all new arrivals and help in the arrangement and organization of items while maintaining maximum store tidiness during this process
- Stay alert at all times in order to identify security risks and thefts, preventing or handling these situations in order to minimize loss
- Maintain knowledge of current sales and promotions, policies regarding payments and exchanges as well as security policies
- Participate in inventory counts when necessary
- Respect company image standards at all times by always maintaining good hygiene and a professional presentation

Education

2013-2016 : BS Business Management (AUST- American University of Science & Technology
Beirut Lebanon

2010-2013 : Bacc. II in Socio-Eco (Hussein Massoud School) Bshamoun-Lebanon

Languages

| | | |
|---|----------------|-------------------------------|
| ❖ | Arabic | Native language |
| ❖ | English | Reading, Writing and speaking |

Other Background and Skills

Office Tools

Hobbies

Traveling, swimming, Football

References

Available upon request