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**PERSONAL INFORMATION:**

Date of Birth : 02 March 1992

**OBJECTIVES :**

A Challenging career as a sales executive with a well-established organization in Lebanon.

**EXPERIENCE – KNOWLEDGE – SKILLS &**

**PERSONAL HIGHLIGHTS:**

* Excellent solving skills.
* Excellent communication skills.
* Responsible.
* Positive capability as team worker, completer & implementer.
* Attention to details.
* Strong performance & result oriented.
* High energy levels & flexibility of work.
* Excellent with windows programs.
* Fluency in English & Arabic language.

**QUALIFICATIONS :**

* Courses in marketing from BYBLOS INSTITUTE , Lebanon
* Courses attended: \* Computer course.
* \* Communication skills.
* \* Sales techniques.
* \* Marketing process.
* American center ALLC : English Language course .
* High School certificate Grade 12,

**WORK EXPERIENCE:**

* One Stop Business Centre
* Public Relation
* Complete Paper work ( visas, passports, company licenses)
* Dealing with courts and ministries
* July 2010 - August 2014
* Zoughaib Jewelry
* Sales Executive
* Costumer Service
* December 2014 – 2016

**Responsibilities :**

\* Billing and making all the cash transactions.

\* Attending to the entire incoming customer inquiries.

\* Coordinating between the duty manager and clients.

\* Receiving customers complain and solve it directly.

**Activities :**

Swimming

Traveling

Martial arts