

Jinane Saliba

Aoukar | 71752829 /Jns004@hotmail.com



Objective

- Looking for a challenging position in a high reputed company, where I can use my knowledge and skills for both personal and professional achievement.

Personal Information:

- **Date of Birth:** June 18, 1995
Place of Birth: bteghrine, Lebanon
Current Place: Aoukar - Maten
Marital Status: Single
Availability for a Position: 1 Month

Education

ACCOUNTING AND AUDITING | 2014 - PRESENT | ARAB OPEN UNIVERSITY-ANTELIAS (AOU)

ECONOMY AND SOCIOLOGY - 2013-2014

Skills & Abilities

MANAGEMENT

- Customer Service and satisfaction is what I always seek to achieve.

SALES

- I am able to promote, sell and advertise on any new item.

COMMUNICATION

- Very good team player and communicate well with superiors and fellow workers.

Experience

CUSTOMER SERVICE OFFICER | TECHCARE | NOV 2016 – PRESENT |

Hard Trainings about the Direct link between the company that they work for and the clients looking for service.

How to Help customers and answer their questions.

ADMINISTRATIVE ASSISTANT | GRAND CINEMAS | 2014 – 2016 |

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters
- Order office supplies
- Develop and maintain a filing system
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and priorities work
- Attention to detail and problem solving skills
- Strong organizational and planning skills...
- Extensive software skills, Internet research abilities and strong communication skills...
- And Other Reports

FAMILY OWNED BUSINESS INSTITUTE “JAY-LOUNGE”

I LEARNED HOW TO:

- Achieve Sales Goal Every Day
- Recruit New Customers
- Demonstrate Products.
- Strong selling skills
- Good communication skills
- Enjoy working in highly competitive, fast-paced environment

HOSTESS | ROADSTER DINNER | 2014

- Greet guests personally and on the telephone
- Offer appropriate seating arrangements
- Manage event related work including setting up tables and maintaining both exterior and interior of the restaurant

L'UNIVERT D'ALBERT | 2012 - 2013 (EVENT PLANNER FOR KIDS)

Plan, design and produce events while managing all project delivery elements within time limits
Liaise with clients to identify their needs and to ensure customer satisfaction
Arranging decorations...

Key skills:

- Customer service experience
- Working long/unsociable hours
- Extensive Market experience
- Staff management experience
- Determined to succeed
- Flexible and adaptable
- Strives to do better as the role is an avenue for future promotion within the organization
- Highly organized
- Well presented
- Strong character

Computer Skills:

- Expert in Microsoft Word
- Expert in Microsoft Excel
- Vista
- Outlook
- Prime

- **Spoken Languages:**

	Written	Spoken	Read
English	Good	Good	Very Good
Arabic	Native	Native	Native
French	Very Good	Very Good	Very Good

Many thanks for your precious time.

Kind Regards

Jinane Saliba