



## ANASTACIA CHEAITLY

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Date of Birth 27/06/1988

### OBJECTIVES

Competent **Management and Business** skills,  
looking forward to applying my knowledge gained throughout my university career,  
to be an effective member in the working environment.

### EDUCATION

**American University of Beirut (AUST)**

28 June 2013 Business Management

♦ Bachelor of Business

### SKILLS

Marketing and  
Advertisement.

Inside Sales and  
Customer  
Support.

Retail/Merchandising  
and International  
Marketing skills.

Junior Accounting  
Skills

Group work  
management skills

Outside/Inside Sales  
and Territory  
Management.

Management  
Information  
System

Junior Finance Skills

Business Analysis

Research and  
development of  
projects

Oral and written  
Communication

Microsoft Office (Word, Excel, Outlook and PowerPoint),  
Windows XP, and Internet

### LANGUAGES

Arabic (**native**)

English (**Fluent  
written and oral**)

French (**Average  
written and oral**)

Spanish (**Fluent  
written and oral**)

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## EXPERIENCE

Montegreen ♦ Panama city)

**Junior Sales Manager** - 01 January 2014 – 30 July 2014

1. Responsible for managing the sales team, developing a business plan covering sales, revenue, and expense controls, meeting agreed targets, and promoting the organization's presence.
2. Manage the sales administration function, operational performance reporting, streamlining processes and systems wherever possible.
3. Responsible for obtaining profitable results through the sales team by developing the team through motivation, counselling, skills development and product knowledge development.
4. Collecting customer feedback and market research
5. Sales progressing deals to completion and dealing with difficult customers on behalf of team
6. Ensuring all written communication is appropriate, accurate and follows our standards.

Al bareed ♦ Hazmieh - Lebanon

**Intern Operation Manager** – 1<sup>st</sup> July 2013– 23<sup>rd</sup> December 2013

1. Logistics management: ensuring that the services and equipment's used have the ability to produce services for the client at an acceptable standard.
2. Coordination with the quality assurance personnel to ensure that the service given meet an acceptable standard and generates positive feedback from clients.
3. Preparation of reports on the current condition of logistics, and planning the next course of action.
4. Operational strategizing: chalking out the overall operational policy.
5. Determination of the types of equipment's needed to fulfill the organizational quality policy.
6. Formulation of survey's and suggestions on how to make an optimum use of the resources of the organization

**Latest Update 08/Sep/2014**