**Curriculum Vitae**

***Objective:*** *Seeking a position at a reputable organization where I can work in Challenging and growth position and use my skills in a professional, growth oriented business environment*

**Personal Information:**

Name: Safia Abeed El Ali Ferekh

Place and Date of Birth : Beirut/Dec31 /1990

Gender : Female

Marital Status : Divorced

Nationality : Lebanese

Address : Beirut - Tarik El Jdede

Tel : 00961 71 512227 (mobile)

E-mail : Sophie\_2035@hotmail.com

**Education:**

* (2005-2006) Secondary – Reine Mouwad

**Experience:**

* May 2014–January 2015 **Receptionist & Sales Consultant (*In Special Cell Agent for Cash united)***
1. *Prepare reports of clients transactions*
2. *Money Gram, Cash United agent, & money transfer*
3. *Monitor all the transactions of the customers*
4. *Receiving calls and requests local and international*
5. *Costumer Services*
6. *Administrative tasks: Emailing, scanning, faxing.*
* February 2014– May 2014 **Cashier** (**Basmatica)**
1. *Costumer Service*
2. *Opening + Closing Cash Register*
3. *Handel Cash And Daily Reports*
4. *Main Target Increasing Sales*
* January 2013– January 2014 **Sales Consultant** (**Al Anusa Accessories Shop**)
	+ 1. *Handling the cash , preparing daily cash report and emailing to the HR Department*
		2. *Updating Strategies to increase the sales*
		3. *Monitoring the stock*
		4. *Display of the items*
		5. *Costumer service*

**Language:**

 Oral and written Arabic Arabic mother tongue

 Oral and written English High Standard of spoken English

**Computer Skills:** Use of CallShop, Internet, Microsoft Word + Excel, Outlook

**Hobbies:** Music, Internet

**Other information is available upon request.**