

Rita Ziadeh

Jbeil, Lebanon
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Date of Birth: November 23rd, 1992
Place of Birth: Mzarib, Lebanon
Citizenship: Lebanese
Marital Status: Single
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Objective:

Seeking a financial position in which I can apply my knowledge and my communication skills in Arabic, English and French and which provides opportunity for advancement.

Education:

October 2010-
June 2014

Bachelor of Business Administration
Holy Spirit University of Kaslik (USEK)
Kaslik, Lebanon
Major: Finance

October 1996-
June 2010

Lebanese Baccalaureate
Collège Des Sœurs Des Saints Cœurs Jbeil (SSCC)
Jbeil, Lebanon
Emphasis: Economic Science

Experience:

February 2015-
April 2015

Sales Representative;
Chateau Qanafar; Beirut; Lebanon

- Compile all data and information to prepare the yearly sales plan according to company Instructions
- Compile competitive information about the market (domestic and export) and use in the sales plan.
- Make regular visits to clients to discuss the business and promote the Company products
- Study the business/financial status of clients and submit appraisals to management for making the right decision about granting extended payment terms to the clients.

December 2014-
January 2015

Sales Associate;
Atelier du Miel; Ashrafye; Lebanon

- Greeted customers and determined their needs and wants
- Discussed type, quality and number of merchandise required for purchase
- Recommended merchandise based on individual requirements

May 2013-
August 2013

Cashier;
Cancun City; Ghazir; Lebanon

- Compute and record totals of transactions

May 2011-
December 2011

Sales Associate;
Silvian Heach; Kaslik; Lebanon

- Greet customers and ascertain what each customer wants or needs.
- Maintain records related to sales.
- Answer questions regarding the store and its merchandise.

July 2010-
December 2010

Front desk receptionist;
Monoberge Hotel; Jbeil; Lebanon

- Arranged reservations for guests.
- Greet guests warmly and make sure they are comfortable.
- Answer phones and operate a switchboard.

Internships and Training:

September 2013-
October 2013

Credit Libanais; Jbeil; Lebanon
The internship covered all bank departments:

- CRA
- Teller
- Customer service

October 2013

Training program; USEK; Kaslik; Lebanon
Thomson Reuters Markets Academy;
Thomson Reuters EIKON-Cross-Asset-Workshop

Computer Skills:

All Microsoft applications: Word, Excel, PowerPoint and Outlook.

Language Skills:

	Speaking	Writing	Reading
Arabic	Excellent	Excellent	Excellent
English	Good	Excellent	Excellent
French	Good	Excellent	Excellent

Personal Data:

Reading. Enjoy all kinds of sports.

References:

Available upon request.