

# Christina Maria Miled Oufan

## Personal information

**Date of birth:** July 25, 1989

**Place of Birth:** Nova Scotia, Canada

**Nationality:** Canadian

**Gender:** Female

**Mobile:** +961 70 684767

**E-mail Address:** christina\_oufan@hotmail.com

**Address:** Beit el Chaar, Antoine Abou Faysal Bldg

**Marital Status:** Single

## Work experience

- |                             |   |
|-----------------------------|---|
| <b>July 2013-present</b>    | <b>Cost Controller – STRALCO s.a.r.l , Industrial City, Sid el Bouchrieh</b> <ul style="list-style-type: none"><li>- Conduct costing studies for projects using company program</li><li>- Generate offers to be presented to clients</li><li>- Follow up on all client orders</li><li>- Price control of invoices received from suppliers</li></ul>   |
| <b>Aug. 2011-July 2013</b>  | <b>Assistant to the Accountant– Kassis Trading Est. Sid el Bouchrieh</b> <ul style="list-style-type: none"><li>- Handled purchase invoices from suppliers</li><li>- Prepared monthly report of cash inflow &amp; outflow</li><li>- Updated new products to company system and developed their prices</li><li>- Processed annual inventory turnover for replenishment</li><li>- Assist in the preparation of customer invoices</li></ul>   |
| <b>July 2010-July 2011</b>  | <b>Marketing Officer – Stafford Associates s.a.r.l, Dbayeh Highway</b> <ul style="list-style-type: none"><li>- Interviewed Candidates interested in entering university programs in the UK</li><li>- Consulted students/candidates and facilitated them with the necessary information</li><li>- Assisted qualified applicants with their entry into the programs of study</li><li>- Filtered through daily enquiries to match candidates to their right program</li><li>- Handled and processed the applicants file to complete each student application</li><li>- Participated in planning, implementing and editing of advertisements and other communication tools used to promote the programs</li><li>- Constant day to day follow-ups with students and candidates</li></ul> |
| <b>May 2009-Oct. 2010</b>   | <b>Salesperson – Fifth Avenue, ABC Dbayeh</b>   |
| <b>June 2008-Aug. 2008</b>  | <b>Promoter for Procter &amp; Gamble products</b>   |
| <b>June 2007-Sept. 2007</b> | <b>Promoter for Gabriel Bocki products</b>  |

## Education

### **B.S in Marketing**

- American University of Science & Technology- Achrafieh, Lebanon
- Graduation July, 2012 Dean's Honor List– Cumulative G.P.A 3.26

### **Certificate of proficiency in English**

- The University of Michigan (sit-in Exam)

# Christina Maria Miled Oufan

## **High School Degree**

- Notre Dame de Louaize school – Zouk, Lebanon
- Graduation June, 2007

**Halifax West high school – Nova scotia, Canada** School year of 2005-2006

## **Languages**

- English: Fluent in Spoken and written (mother tongue)
- Arabic: Fluent in Spoken and Fair in written

## **Skills**

- Excellent Knowledge of Microsoft Office
- Excellent communication and interpersonal skills and a good team player
- Able to adapt to different situations
- Fast learner