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| Ain-Saadeh, Metn-Mount Lebanon•+961 76 964819•kwnahas@hotmail.com |
| Karen Wehbe Nahas |
| Personal DetailsDate of Birth: 30th November 1984 Languages: Fluent English, French & ArabicNationality: Lebanese **Marital Status:** Married |
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| ExperienceOct 2014-june 2015 roadster diner, Hr trainee- Filling documents- Data entry- scanning and photocopying documents- scheduling interviews for the recruitment team- perform other administrative duties upon request |
| Jan 2008 - Dec 2009 | Holdal - Abou Adal | Beirut, Lebanon |
| Sales(Carita,Pupa)**Duties / Responsibilities:*** Assisting Customers in the selection and purchase of Cosmetics Products.
* Completing sales shut at the end of the day.
* Ensuring that the shop counter is always manned.
* When Required, wrapping up purchased items for customers.
* Checking the Inventory listing with actual stock on the shop shelves and reporting to managers.
* Handling Customers Complaints in a professional and Diplomatic Way.
* Organizing Promotional Events.
* Attending Training Sessions.
* Liaise with the Brand Manager for new order placements.
* Determine Product/Stock Shortage
* Effect end of day System Backup
* Follow Up with Customers
* Giving Expert advice to Customers.
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| May 2006 - Dec 2007 | Aïshti (Dolce&Gabbana, Chanel, Prada, Miu Miu, Dior, Celine Etro) | Beirut, Lebanon |
| Sales (Downtown Branch)* Assisting Customers in the selection and purchase of various women garments and accessories.
* Liaise with cashiers for customer purchases.
* Attending Training Sessions.
* Follow up With Customers.
* Handling Customers Complaints in a professional and Diplomatic Way.
* Maintain Various women sections.
* Giving necessary advice to customers.
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| Apr 2005 - Apr 2006 | Get Fresh | Beirut, Lebanon |
| Sales / Assistant Manager* Assisting Customers in the selection and purchase of Cosmetics Products.
* Completing sales shut at the end of the day.
* Ensuring that the shop counter is always manned.
* Processing Cash and credit card transactions.
* When Required, wrapping up purchased items for customers.
* Checking the Inventory listing with actual stock on the shop shelves and reporting to managers.
* Handling Customers Complaints in a professional and Diplomatic Way.
* Organizing Promotional Events.
* Attending Training Sessions.
* Liaise with the Brand Manager for new order placements.
* Determine Product/Stock Shortage
* Effect end of day System Backup
* Follow Up with Customers
* Daily tracking and reporting to brand manager.
* Giving Expert advice to Customers.
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| Education |
| 2005 | Saint georges Zalka | Metn, Lebanon |
| L.H |
| Other Certificates |
| 2008 - Certificate of Achievement in Sales, Customer Service & Communication Skills**Formatech** |  | Metn, Lebanon |
| Competences & Personal |  |  |
| * Consistently achieving sales targets.
* Hard Working self motivated and flexible.
* A real commitment to customer service.
* Having specialist knowledge of the store products.
* Able to engage customers.
* Strong work ethic and desire to succeed.
* Confident communicating skills.
* Willing to Learn.
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