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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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| Experience Oct 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. | | | |  |  |