

Gretta Kevork

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Summary

- Profile: Female, 25, Single
 - Nationality: Lebanon
 - Current Location: Beirut, Lebanon
 - Driving Licence: Issued in Lebanon
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- Current Position: Accountant
 - Company: Chemaly And Mezher Stationery
(Reporting to: Managing Director)
 - NOC Requirement: None
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- Preferred Locations: Beirut, Lebanon
 - Salary Expectation: USD 900 per month
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Work Experience

Oct 2018 - Jan 2019

Douaihy pour le bois

Beirut, Lebanon

Customer Service Representative

Answering on phone calls of customers and help them get what they need.
-preparing the Requested orders of customers,
-add the sizes of the wood cutting list of each customer on the system in order to send the data on the machines for cutting as ordered.
-send statements by email for each company that has payments for us to collect.
-always on service to keep clients happy .

Sep 2017 - Oct 2018

Chemaly and Mezher Stationery

Beirut, Lebanon

Assistant Accountant

- make invoices for customers and suppliers
- work on Excel , Word, Photoshop, Coral Draw (in order to prepare the requested stamps for customers and companies)
- Call the companies in order to collect checks,
- Respond to Calls received by the companies and suppliers positively and always ready on service to make the customer satisfied.
- Filing and putting everything in order .

Jan 2017 - Apr 2017

Durée Resto

Beirut, Lebanon

Cashier

Answering on phone calls and taking customers' orders , that also includes having good communication skills also taking the complaints with a good spirit and always satisfy the customer to solve any of the complaints that they do

Aug 2015 - Jan 2017

Kamel For Paints

Beirut, Lebanon

accountant secretary

Sending Data information and statements to the company
delivering results and meeting customer's expectations
coping with pressure and setbacks
adapting and responding to change

Jan 2011 - Feb 2015

Magenta

Beirut, Lebanon

Sales Promoter

Promote for new products
Advertise people and achieve success in the service industry
have good communication skills to connect with people and convince them to buy the good products

Education

Oct 2011 - Jul 2015

hotel management school

Beirut, Lebanon

hospitality and management, Other, GPA BT3

Oct 1998 - Jul 2011

Mesrobian High School

Beirut, Lebanon

Academic, Other, GPA 10th Grade

Other Certificates

2015

Hospitality certification

**technical hotel management school,
Lebanon**

IT Skills

Windows & Office tools

- excel ,word,power point Advanced

Languages

- English Fluent
- French Fluent
- Armenian Native
- Arabic Native