



PROFILE

ADDRESS:

Baabda, Louaize
Beirut, Lebanon

DATE OF BIRTH: 10-08-1994

MARITAL STATUS: Single

PHONE:

+96171419412

EMAIL:

Zeinab.harkous94@gmail.com

ZEINAB HARKOUS

EDUCATION

Lebanese American University, Beirut, Lebanon June 2017
BS in Business Studies
Emphasis: International Business

WORK EXPERIENCE

2015-2019 Administrative Assistant, Stock Controller, and Cashier

Company: Tapis Mahmoud Kabalan

Responsibilities:

- Handling office tasks, such as filing, setting up for meetings, and reordering supplies.
- Reply to email, telephone or face to face enquiries.
- Assist in training staff members and new hire.
- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly.
- Schedule appointments and travel arrangements for managers or supervisors.
- General clerical duties including photocopying, fax and mailing.
- Answering and directing phone calls to relevant staff.
- Preparing documents for meetings and business trips.
- Involved in stock control and management.
- Monitoring and maintaining current inventory levels, ensuring quantities that appear in the system are accurate.
- Generating annually inventory reports.
- Handling all cash transactions with customers and of the organization.
- Management of the company's business website.

SKILLS

- Communication (written and verbal)
- Positive attitude
- Multitasking
- Creating and keeping deadlines
- Ability to work under pressure
- Adaptable
- Teamwork
- Customer service
- Microsoft office- Word, Excel, & PowerPoint

LANGUAGES:

English: Native language
Arabic: Intermediate