

Wafaa Abu Rubieh

Lebanon-Aaramoun

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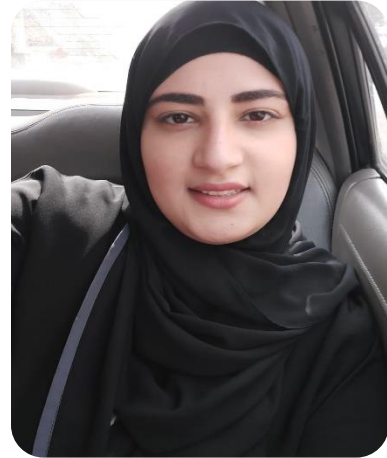
Tel:+961 71366776

Date of Birth:02-11-1995

Place of Birth: Lebanon

Nationality: Jordanian

Marital Status: Single



“My Objectives is to succeed in an environment of excellence to earn a job which provides me with self-development, eventually to achieve personal as well as organizational goals.”

Work Experience:

September 2019-November 2022, PYTHAGORAS EDUCATIONAL CENTER –Qatar

Administrative /accounting duties

- Auditing financial information
- Managing colleagues, workloads and deadlines
- Provide financial information to management and analyzing accounting data, preparing reports.
- Substantiates financial transactions by auditing documents
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

May 2017- June 2019, Khawla Trading “Beauty Cave Store”, Spot choufeait mall – Lebanon (Beauty Consultant/ Sales Representative)

- Greet customers upon their arrivals
- Demonstrate proper use of makeup & skin care products
- Cross selling & up selling the beauty products
- Identify customer needs & recommend cosmetics & skin care products based on their

preferences

- Ensure proper presentation of products on shelves
- Explain to customers how to use products they are interested in buying
- Handle transactions: taking payments, gift wrapping, enclosing trial products, giving out gift vouchers.
- Replenish stock as needed

**2014- January 2017, Harb Pharmacy, Khaldeh – Lebanon
(beauty advisor)**

- Assist customers find the products that meet their needs
- Sell customers as many products as possible
- Suggest products, explain how products work, demonstrate how to use products,
- Perform makeovers, and operate the cash register
- Meet sales goals, build customer relations through follow-up calls
- Recruit new customers, order new products and manage inventory
- Stock shelves, and organize sales areas.

2012-2013 , Waaed International, Galaxy Mall – Lebanon (promoter)

- Perform direct marketing and sales activities to generate sales
- Present to customer the latest updated offers issued and prepared by the sales manager in order to increase sales in the showroom.
- Respond to and follow up sales inquiries by mail, telephone.
- Maintain and develop existing and new customers
- Maintain and develop a computerized customer and prospect database.

2011- 2012, Pragma Group, Galaxy MALL – Lebanon (Statistical Representative)

- Control the stock movement of the market
- Collect data from merchants regarding their sales orders
- Inquire about percentages of sales of each item or product sold
- Write down reports about each merchants selling method
- Calculate percentages and prepare reports

2010-2011, Saint –Elie, Dawra - Lebanon (Promoter)

- Welcome customers and offer assistance
- Promote and sell our products to walk-in customers
- Order, receive and verify in-coming stocks
- Arrange product display and maintain a tidy sales area

Education:

*Grade 9 - European Lebanese School.

*Graphic design-cis college 15-10-2010 →1-6-2013 (3years)

*Completed Diploma of public Accountant-CIS College- 1-10-2022 →30-6-2023 (9months) **Student#1138**

Skills:

- Good in English and Arabic & little French
- Excellent Team Leader and Team player
- Extensive background in beauty products.
- Cross selling & up selling technics
- Able to work under pressure and meet deadlines
- Investigate external conflicts and complaints & find the right solution
- Exceptional multi-tasking , attention to details, excellent judgment Attention to details
- Time and data entry management

Achievements:

Advertised "Pierre Fabre" company: visited the following dermatologists applied & explained about the product

- Doctor Ghada kassir 10 April 2017 in saint these
- Doctor mostafa dia 11 April 2017 in noueiri
- Doctor zeina nehme 12 April 2017 in downtown in her clinic "Marina clinic"
- Doctor Nazik in ramlet lbayda 19 April 2017
- Doctor nancy moufarj youness in her clinics in hamra 18 April 2017 & jounieh 20 April 2017

Certification in Dermo Expertise- L'Oreal Paris (2016)

Attended seminars of Roche Posay & Vichy in 2016, skinceuticals & Ducray products in 2015

Microsoft Office: Word and powerpoint knowledge & Photoshop basics

Interest: Reading, sports, swimming, drawing, Foreign language learning

Qatari Driver license available

Fully Vaccinated (3 dosages)

References available under request

