**CURRICULUM VITAE**

**Dima El Halabi**

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| **PERSONAL INFORMATION** |

Date of Birth **:** 20 February 1993

Nationality **:** Lebanese

Gender  **:** Female

Marital Status **:** Single

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| **OBJECTIVE** |

* Utilizing attained education and expertise in a suitable challenging position that helps me grow and Endeavour.

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| **EDUCATION** |

* **2010-2014**

Lebanese International University (LIU) Beirut

Graduated **Bachelor in Business Economics** with a 3.24 GPA.

* **2009-2010**

British council (BC) Dubai

**GCSE A level** Cambridge and Edxcel in Business and Economics.

* **2008-2009**

Saint Mary's Catholic High school (SMCHS) Fujairah

**GCE/GCSE O level** Edxcel in English Language and Literature, Mathematics, Business, Accounting, Economics and Information technology.

* **2008-2009**

Ministry of education (UAE)

Arabic language and Islamic religious studies.

* **Pre-2008**

Rosary School (RS) Sharjah

Primary and secondary education British curriculum.

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| **WORK EXPERIENCE** |

* **Event/Marketing Officer – Tashkeil Company** (April 2014- June 2014) Jeddah-KSA

-Managing, Hosting and coordinating events.

-Marketing and using social media accounts.

-Handling Public relations and client/customer deals.

* **Sales representative - Flutura Clothing store** (2011-2014) Mar Lias - Beirut

- Handling sales at the main desk and material organization.

- Responsible for store repairs, cleanness and sales target.

- Taking part in store decisions and stock maintenance.

* **Customer Service agent - Tohama Trading Group** (2009 – 2010) Fujairah – UAE

-Updating and inputting all sorts of data on the system (accounts, merchandise, records).

-Dealing with customers and suppliers requests.

-coordinating with managers for updates and new ideas.

* **Receptionist - El Iman Medical center** (2008 – 2009) Fujairah – UAE

- Responsible for appointment conduct and patient requests.

-Organizing and fixating main desk tasks.

-Managing patient's records and files entry manual and on system.

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| **PERSONAL INFO** |

- Active, fast learner and ambitious having good communication and interpersonal skills.

- A strong sense of convincing and persuading individuals using logical conduct.

-Up to date with the latest technology and internet know how and involved in social activities.

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| **LANGUAGES** |

- Fluent in Arabic and English.

-Took basic courses in French language.

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| **REFERENCES** |

-Available upon request.