**ABOU ARRAJ Rania**

Sed El Bauchriyeh, Sagha Street, Hayek & Fakhry bldg, 7th Floor

**Mobile:** 76/ 672 682

**Email:** [raniaabouarraje@hotmail.com](mailto:raniaabouarraje@hotmail.com)

* **Personal information:**

**Nationality:** Lebanese

**Date of birth:** April 21th, 1993

**Marital status:** Single

* **Educational Background**

|  |  |
| --- | --- |
| 2015-2016 | 4th year Marketing and advertising at AUL University/Dekweneh |
| 2012 | Lebanese baccalaureate, ES Branch |
| 2008 | Lebanese Brevet |

* **Professional Experience**

**2015:**

**Sales coordinator** - Antaki Group (from 10/08/2015)

* **Responsibilities:** follow up with the outdoor sales by checking their daily sales report, issuing bills to clients, follow up undelivered goods and invoices, receiving consignment and service reports, following pending list, inserting picture and descriptions of products, preparing statements of accounts

**Sales Representative** – AZADEA / Decathlon Le Mall Dbayeh

**2014-2015:**

**Assistant Manager** – La Vie en Rose (From 1/2/2014 Till 15/4/2015)

* **Responsabilities:** Training and orienting employees, follow up budget and the store target, transfer in the merchandise, visual display, customers service, planning and organizing employee's job, resolving customer's problems and objections.

**2012-2014:**

Sales Representative – La Vie en Rose (from 20/8/2012)

* **Languages:**

|  |  |  |
| --- | --- | --- |
|  | **Written** | **Spoken** |
| **Arabic** | Excellent | Excellent |
| **French** | Excellent | Excellent |
| **English** | Very good | Very good |

* **Interests:**

Fashion

Cooking

In all kinds of music

* **Computer skills:**

Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook