

**Rose Hazar**

**Ajaltoun Charbeene Street**

**+9613372456 • +9619235878 • rose.hazar11@gmail.com**

*Objectives*

 A Spare Parts Supervisor and Administrative assistant with extensive experience in administration, PA and secretarial roles and having good knowledge in accounting.

 A recent achievement with my current employer includes a new filing system for client’s generators maintenance, new petty cash system.

Currently seeking for a new experience and challenge to improve my career

*Key Skills*

* Typing Arabic & English
* Proficiency in all areas of Microsoft Office, in Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Strong administrative and organisational skills
* Team work
* Problem solving skills

***Education***

**BACHELOR DEGREE** / (June 2015)

**Arab Open University**-Faculty of Business Administration

TAYOUNE-LEBANON

**Bachelor Degree in BUSINESS STUDIES**

**BACHELOR DEGREE/** (June 2015)

**British Open University**-Faculty of Business Administration

**Bachelor Degree in BUSINESS STUDIES**

Awarded under the authority

Of the royal charter of the Open University

**DIPLOMA DEGREE**/ (June 2005)

**Lebanese University-** Faculty of letters and human sciences

FANAR-LEBANON

**Diploma Degree in ARABIC LITERATURE AND LANGUAGE**

**HIGH SCHOOL DEGREE/** (June 1997)

Notre Dame De Louaize School

ZOUK MOSBEH-LEBANON

**High school-Philosophy section**

*Employment History*

1. Overseas Consultants

Position: Spare parts supervisor, Administrative & Accounting Assistant

Period: (August 2011-Present)

Location: ZALKA-Lebanon

 ***Responsibilities*:**

* **Spare parts supervisor**
* Provides materials, equipment, and supplies by directing, receiving, warehousing, distribution
* Data entry
* Contact with the supplier and making invoices
* **Administrative Assistant**
* Performs administrative and office support activities. Duties include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, as well as Internet research
* handle customer complain and requests
* handle emails
* **Accounting Assistant**
* Working with spread sheets, [sales and purchase ledgers](http://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description)
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming, outgoing daily post & answering any queries.
* Managing petty cash transactions.
1. **MIKNAS FOOD Sal (McDonalds Lebanon)**

 **Period:**  (December 1999 – July 2011)

 **Location:** JOUNIEH- Lebanon

***Responsibilities and Positions***

* From 2005 Till 2011 Promoted to Floor Supervisor position
* Floor Supervisor job duties including:
* Supervising crew members
* Supervising products and equipment, with achieving high standard of quality, service & cleanliness
* Open and Closing P.O.S
* Handle customer complains
* From 2004 Till 2005 Promoted to Crew trainer position
* The crew trainer job duties including:
* Train crew member on daily act
* Help crew member in any task they have a problem with
* Follow up on crew member tasks
* From 1999 Till 2004 Part time crew member
* The crew member job duties including:
* Operating cash register
* Running the drive thru
* Cleaning Restaurant
* Kitchen food processing

*Training & professional Development*

**BFC(BUSINESS AND FINANCE CLUB)**

* Certification of attending “ **THE DEFINITIVE GUIDE TO ACCOUNTING, TAXES,** **AND NSSF**” 6days workshop (18 practical hours) **JUNE 2014** provided by Mr. SAMI MIKATI The DISCIPLINARY BOARD MEMBER OF THE LEBANESE ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANT
* Certification of attending “**ADVANCED NSSF AND LABOR LAW COURSE”** 5 days(15 practical hours) held BY BFC SARL DURING **OCTOBER 2015**
* Certification of attending “**BODY LANGUAGE AND TIME MANAGEMENT** **WORKSHOP**” provided BY DR NABIL KHOURY (3 days-8 practical hours ) HELD BY BFC DURING **JUNE 2016**

**AT MCDONALDS RESTAURANT TRAINING DEPARTEMENT**

* **In March 2003**: attending the crew trainer development program
* **In May 2005**: attending floor manager development program
* **In December 2007**: attending basic shift management development program
* **In April 2008**: attending a hospitality course
* **In July 2010**: employee training course

*Hobbies*

Reading, music & shopping

*Languages*

Arabic: writing, speaking and reading

**English:** writing, speaking and reading

*References*

Upon Request