

# ELISSA MOUBARAK

LEBANON - KESERWAN - SARBA

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## WORK EXPERIENCE

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### **September 2016 – Present**

Freelance

*Translator*

- Receiving Audio files covering various subjects and market industries in the MENA region
- Listening and Translating the audio files
- Organizing the translated files into each speaker involved in the process
- Sending the translated files back in a timely manner

### **October 2014 – March 2015**

Fistaki/Shahbaz – Caliprix, Jounieh

*Customer Sales*

- Managing the Fistaki stand within Caliprix supermarket
- Attending all customer needs and sales
- Preparing end of day reports
- Performing monthly inventory check and report

### **February 2013 – February 2014**

Zara – Azadea – Le Mall, Dbayeh

*Sales Associate*

- Developing and maintaining strong relationships with customers and delivering high quality services which meet their needs
- Listening and responding appropriately to other staff members and the managers
- Visual display of the store and its window
- Training new joiners on full product knowledge and customer servicing
- Stock managing
- Issuing intra stores transfers
- Attending sales and technical trainings
- Performing monthly inventory check and report

## January 2013 – February 2013

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*Hostess*

- Greeting and welcoming event attendees
- Organizing the seats of the people attending the events
- Maintaining a positive and smiling character in all situations

## TECHNICAL EDUCATION – CERTIFICATES

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- Roadmap to HR Success – BCA international
- Selling Techniques training – Zara – Azadea
- Product knowledge – Zara – Azadea

## EDUCATION

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- **2013 – 2018**  
Lebanese University – Faculty of Law and Political Sciences  
Bachelor degree in Law
- **2018 – Present**  
Lebanese University – Faculty of Law and Political Sciences  
Masters degree in Law

## LANGUAGES

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- Arabic: Native language, fluent in written and spoken
- English: Fluent in written and spoken
- French: Proficient in written and spoken

## SKILLS

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- Good interpersonal, communication and presentation skills
- Customer service, Sales and Negotiation
- Operating all Microsoft OS, MS office
- Operating all Social Media Platforms including promotions

## HOBBIES

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- Reading
- Playing the Violin

## REFERENCES

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Available upon request