



OBJECTIVE

Seeking a job opportunity as administrative assistant in a reputable company.

PERSONAL INFORMATION

Name Josiane Bechara Dagher
ADDRESS MAR ROUKOZ, HAZMIEH, ABDEL RAHIM BUILDING 3RD FLOOR
Phone + 961 76058046
Email josianedagher25@gmail.com
Nationality Lebanese
Date of Birth 9th of April 1994

WORK EXPERIENCE

[December 2015 – May 2018] SWAROVSKI, Le Mall Sin El Fil

Position - Sales Person Acting Supervisor

Main Duties

- Organizing display of the products.
- Schedule arrangement for supervised colleagues.
- Shifts rotation performed for employees.
- Ensuring to reach the monthly target of sales.
- Stress management.

[December 2014 – November 2015] ROADSTER DINER, Le Mall Sin El fil

Position - Hostess

Main Duties

- Welcoming customers upon arrival and direct them to the desired table.
- Reacting towards complaints and ensure customer's satisfaction.

TRAINING EXPERIENCE

[September 2017] Bank Of Beirut – Horch Tabet

Position - PBR & Teller Trainee

Main Duties

- Contacting customers in order to inform them of a card delivery.
- Assisting PBR while interaction with customers.
- Ensuring a customer's related document to be ready before his/her arrival.

EDUCATION

- **ARTS, SCIENCE & TECHNOLOGY UNIVERSITY OF LEBANON**
[2013 – 2018] *B.A. BUSINESS MANAGEMENT.*
- **ECOLE OFFICIELLE DES JEUNES FILLES, FURN EL CHEBBAK**
[2012-2013] *Lebanese Baccalureate in Economy & Sociology.*
- **ECOLE OFFICIELLE DES JEUNES FILLES, FURN EL CHEBBAK**
[2009-2010] *Lebanese Baccalureate in Economy & Sociology.*

PERSONAL SKILLS AND COMPETENCES

Mother Tongue Arabic(Native, Excellent)

Oher Languages

- Reading [French, Very Good]
 [English, Good]
- Writing [French, Very Good]
 [English, Good]