

CURRICULUM VITAE
RACHEL KHALIL



I- Personal Data:

Full Name: **Rachel George Khalil**

Date & Place of Birth: August 10, 1991, Achrafieh, East of Lebanon

Mailing Address: Ziyede & Bejjani BLDG, Saidet l Mghara Street, Aoukar, Mount Lebanon

Mobile: (+961) 70501367 / Email: khalilrachele@gmail.com

II- Education:

Jan 2017-
Present

Sagesse University, Lebanon
MBA - Supply Chain Major

Oct 2009 -
Jun 2013

The Holy Spirit University of Kaslik, Lebanon
Bachelor in Business Administration – Marketing Major

III- Experience

Feb017-
Present

Administrative Assistant, American Chamber of Commerce
-Customer Service & PR
-Handle website back office & online design Newsletter
-Assist in event planning & coordination

May016-
Dec016

Administrative Assistant, junior Client Servicing, Traffik360,
-Prepare presentation according to the clients brief
-handle some accounting staff

Sep 014-
Apr016

Account manager, Getawi Hospital,
- Grant insurance acceptance for out patients
-Data entry & invoicing

Jan014 -
Aug 014

Assistant manager, Big Star, Tally Weijl,
-Supervise staff; arrange schedules, closing cash, & transfers

Oct 011-
Jan 014

Sales associative & executive, ABC stores,
-Wide product knowledge (clothes, shoes, bags)
-POS knowledge, cashier

Mar 011-
Oct 011

Cashier Operator, Wooden Bakery S.A.L,
Aoukar, Lebanon

Feb 010-
Oct 010

Cashier, Spinneys Supermarket,
Dbayeh, Lebanon

IV- Skills:

Languages: English & French

Computer Literacy: Microsoft Office, InDesign, Browser, Social Networking