

Hilal Faisal Nasr

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Address: Ruwaisat, Alayh – Lebanon

Birth Date: 27 February 1992

Nationality: Lebanese

Visa Status: Lebanese

Career Objective

To hold a respectable position at a leading company; thereby enhancing my skills and experience. I also aim to fulfill my responsibilities using the knowledge I have gained in previous positions and in my major study.

Education

❖ **Bachelor's Degree in Sales & Marketing (2011)**

At Byblos Institute – Alayh, Lebanon

Working experience:

Salesman

Experience (3 Years, 5 Months)

at **Al Salem Trading co.** – Sawfar, Lebanon

Company Industry: Distributing food

Period of time: 2011– 2015

Responsible for getting new customers & making deals with them for selling our goods

Personal Assistant

at [NBS](#) for Cars – Alayh, Lebanon

Company Industry: Making Car Number Plates & Car registration

Period of time: February 2015 – 2017

Description:

- Arranging work schedules/ meetings
- Correspondence & note-taking
- Answering phone calls, emailing

Receptionist

at **Korean Embassy**

Location: Baabda - Yarzeh, Lebanon

Time: 2017 – Present

Description:

- Data entry
- Greet and welcome guests
- Answer and forward incoming calls
- Provide basic information in person and on phone
- Direct visitors to the appropriate person/office
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Languages

- English (Very good written & Spoken)
- Arabic (Fluent written & spoken)

Skills

Microsoft Office (word, excel, power point)

Internet