

Sarah Hoteit

Languages: Arabic, English

Contact details

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Personal Statement

I am an energetic and ambitious person, volunteered in different NGO's and gained several skills include communication skills and teamwork that helped me with my job, I always seek personal development and dedicating my time to serve a good cause and seek new experiences to grow personally & professionally.

Professional Experience

- | | | |
|--|--|---|
| March 2021-May 2021 | Customer service representative | MoversZone |
| <ul style="list-style-type: none">Keeping records of customer interactions, transactions, comments, and complaints.Acknowledging and resolving customer complaints.Processing orders, forms, applications, and requests. | | |
| Dec 2019-Present | Sales promoter (part time) | Diffa Group |
| <ul style="list-style-type: none">Negotiated deals with clients to present the best deal of beauty product and healthy food.Prepared monthly sales reports and discussed them with the sales department. | | |
| Dec 2018-Feb 2019 | HR assistant (intern) | Matrix consortium - Human capital developers |
| <ul style="list-style-type: none">Screened candidates and arranged the interview.Prepared the payroll files and employee evaluations.Translated the company's policies from Arabic to English. Processed personnel data | | |
| Oct 2018- Nov 2018 | Personal assistant (freelance project) | Entrepreneurgy |
| <ul style="list-style-type: none">Researched and coordinated Global Entrepreneurship WeekData entry for reports concerning Entrepreneurgy | | |
| Jul 2018- Aug 2018 | Administrative assistant (temporary contract) | 3H trading hijazi wood |
| <ul style="list-style-type: none">Prepared invoices, receipts, and wood billsFilled & reported bills of clientsPerformed administrative tasks with clients | | |

Education

Bachelor's degree in Business Management

Lebanese University faculty of Business

Sep 2013-Jul 2017

Trainings

- | | | |
|---|---------------------------|--------------------------|
| Trainee | Amideast institute | May 2018-Nov 2018 |
| Entrepreneurship & employability program provides intensive training including: personal and professional skills, business English language, computer and IT skills, Entrepreneurial skills (start your own business) and personal development sessions | | |
| Trainee | The Nawaya Network | Sep 2017-Oct 2017 |
| Participated in the program Creative thinking and business development, I worked on my own project, prepared business plan, research, budgeting and present it to a jury | | |

Professional Qualifications

communication skills
Highly organized
Meticulous

Research skills
fast learner
Strong knowledge of MS Office/ Zoho CRM

Cetifications

EVENTA

June 2019

Certificate of participation in the MoneySmart bootcamp financial literacy.

Challenge to change

June 2018

Certificate of participation in Sustainable Development Goals & Social Entrepreneurship.