

DALIA D. HAIDAR

OBJECTIVE

- A Self-motivated ambitious and responsible employee with experience of both sales and management, proven my ability to meet and surpass customers' satisfaction. A good communicator at all levels who enjoys meeting challenges and seeing them through. Able to work with team and under pressure with good humor attitude

EXPERIENCE

- 2005- still Chehab Brothers –HILTI Lebanon Dora
Sales Coordinator
- Prepare Quotations, make analysis, prepare cockpits, take meeting minutes, assist manager in his daily actions
- Outbound Sales (Marketing)***
- Contact Dormant & new Customers, introduce products, follow up, monthly forecast, conduct deals, follow ups delivery and check invoices.
- ***Credit Controller***
Check customer accounts, contact for collection, filling credit documents, report all data on weekly and monthly basis, daily journals, open credit accounts, preparing expenses, balance sheet (budgeting), in addition responsible of supplier's purchases.
- 2005-2003 Malik's Book Shop Abraj
Cashier
- Daily Cash, accounting, daily journal, take orders, prepare request, assure delivery, invoicing.
- 2003-2000 Srei El Dine Wood Co Choueifat
Showroom Manager
- Handling Customers.
 - Supervising workers, purchasing.
 - Handling accounting papers, Bills.
- 2000-1999 Gallery La Marquise Choueifat
Indoor Sales, Handling Customers.

EDUCATION

- 2004-2003 Mira Training Center Hamra
 - Accounting
- 2000 Makhzoumi Institute Bshamoum
 - Computer (Win, Word, Excel, Internet)
- 1998-1999 Choueifat Official School Choueifat
 - High School

LANGUAGE

English, Arabic (Very well written and spoken)

REFERENCES

Available Upon Request