Zainab Rifai

Summary

I am a business bachelor holder seeking a position that will allow me to use my bachelor of business banking & finance , my pratical experience ,strong interpersonal skills as well as my eagerness to contribute to a quality company.I would like to work in a professional and active environment where I can apply what I was taught at college to progress and develop within my job.

Experience

WORKED AS ACCOUNTANT - 06/2016 to Present
Med Sea shipping &Trading EST (Tripoli, Lebanon)

- Data entry
- Handling communication with client and vendors via phone ,email and in person.
- Processing transactions ,issuing checks and updating ledgers ,budgets.
- Preparing sea freight and fio invoices for clients.
- Preparing external transfers money.
- Bank reconciliation.
- Preparing and checking statement of account for clients and suppliers
- Preparing salaries for employees.
- Preparing,checking salaries for crew that is on vessels.
- Preparing delivery orders for traders.
- Filing all document.
- Knowledge in bills of lading

WORKED AS CASHIER - 01/2013 to 03/2016
Lemon Garden Restaurant(Tripoli, LEBANON)

- Receive payment by cash,credit cards,vouchers or gift cards.
- Process returns
- Responsible for accurate cash and bill management for their drawer.
- Report problem with cash registers customers or facility to head cashier or manager on duty.
- Redeem food stamps and coupons
- Ensure sufficient change is available
- Maintain accurate records of transactions

WORKED AS CASHIER -12/2010 TO 11/2012
7 TO 12 SUPERMARKET (TRIPOLI, LEBANON)

- Scanning items using a barcode scanner or manually entering item information into a computer system
- Explaining pricing terms such as sale prices and unit prices to customers who inquire about them

Contact

Address:
TRIPOLI,LEBANON

Phone:
00961 71421090

D.O.B:
13.10.1993

EMAIL:
zainab.rifaaii@gmail.com

Highlights

- Accounts payable & accounts receivable
- Sales & Financial reporting
- Customer service Operations
- Patient, Detail Oriented and Hard Worker
- Strong administrative and organisational skills
- Work effectively both as team member and independently
- Strong communication, interpersonal, and presentation skills.
- Skilled in cultivating positive relationships with clients and colleagues; particularly adept at communicating with clarity and diplomacy to individuals from diverse cultural and organizational backgrounds.

- Verifying that items are in the correct bins or on the correct shelves
- Processing cash or check payments for customers and providing change as needed
- Delivering items to customers who cannot easily carry large items due to age or disability
- Reviewing receipts to ensure that they were printed correctly
- Scanning groceries using a barcode scanner to record prices and item information
- Recording information about customer purchases in computerized inventory systems for later retrieval.

WORKED AS CASHIER-05/2009 TO 10/2010
ABDUL RAHMAN&SONS(TRIPOLI, LEBANON)

- Greet and acknowledge each customer
- Assist customers where possible
- Provide answers to product and payment-related queries
- Resolve customer complaints
- Refer customers to the right person to answer queries and deal with any problems
- Accurately process sales using cash registers, scanners, or equipment
- Provided to obtain total purchase amount
- Accept cash, checks and bankcards for payment
- Process payments according to company procedure
- Provide change for cash payments
- Issue receipts for payments received
- Accurately calculate discounts and special offers
- Stay up to date on all promotions and special offers
- Issue refunds and credits
- Process returns and exchanges

Education

July 2011   Fadel Moukaddem, High School Social sciences and Economics

February 2016   Lebanese International University, Bachelor in Business Banking and Finance Certification

Languages
Arabic, good in English, fair French

Computer skills

- Word
- Excel
- Outlook
- PORTABLE DOCUMENT FORMAT(A GOOD KNOWLEDGE IN USING PDF)