**Job Application letter**

**PROFILE SUMMARY**

An enthusiastic self-starter with strong leadership and communication skills. Possess the right technical skills required to propel the organization achieving its goals and objectives.

**PERSONAL PARTICULARS**

Name: Valentina Mohsen AbouSheker

Address: Mount Lebanon, Bshamoun, Lebanon

Tel: 76 47 17 78

Email: valentinaabosheker14@gmail.com

Date of birth: 14th February 1999

**Job Experience**

* **Al Charek Pharmacy**, September 2019- till now.
* Assistant pharmacist, duties include:
  + Dispensing medication.
  + Counseling patients.
  + Patient education and awareness.
  + Enhancing the sales of the cosmetics section.

* **Lush Fresh Handmade Cosmetics**, February 2018- September 2019.
* Sales associate, 2018 (Feb-May). Duties include:
  + 5 stars customer service
  + Introducing customers to the brand
  + Increasing shop’s sales and improving reputation
  + Customer satisfaction and retention
* In-store trainer, June 2018 till January 2019. Duties include:
  + Training new employees
  + Improving the performance of employees
  + Filling the gaps of knowledge
  + Managing to do quizzes and motivate them to perform better
* Assistant Manager, 2019 (Feb-Sep). Duties include:
  + Increasing shop floor awareness
  + Managing to keep the shop and employees organized
  + Visual merchandising and communication skills
  + Managing to do inventories
  + Motivating employees
* **Perla Pharmacy**, stage 2018 (July- Sep).

**Education**

* Bachelor’s of Pharmacy, GPA 3.65
  + Lebanese International University, 2021

**Honors**

* Dean’s honor list due to high GPA status
* Card of excellence for being the best in-store trainer at Lush Company
* Card of excellence for being the most improved employee at Lush Company

**LANGUAGE AND SKILLS SETS**

* Microsoft: Advanced skills in Excel Word and Power Point
* Computer: Familiar with Windows 8, Windows 7 and XP
* English: Excellent in speaking, writing and understanding
* Arabic: Excellent in speaking, writing and understanding