

Farah Taslaq

Palestine, Nablus

Phone: +972592284605

Email: *farah_taslaq10@outlook.com*

Experience

Lc Waikiki (Aug 2022- Present)

- Handled multiple social media channels.
- Updating management on future plans and marketing strategies.
- Reply to customer messages on the page from inquiries and complaints.
- Follow-up with branch managers about the sales.
- Using Photoshop on products photos that are downloaded on social media pages .

Goshop.ps (Dec 2020-July 2021)

Marketing Officer

- Handled multiple social media channels.
- Updating management on future plans and marketing strategies.
- Setting goals & monthly targets for the sales department.
- Ensuring customer service has all the necessary tools to give the best service.
- Analyzing consumer behavior according to online data tools.
- Establishing a reward system for customers to ensure returns.
- Monitoring and managing website content to represent different sales & occasions.

Bayti real estate investment company (Oct 2019 – June 2020)

HR Assistant

- Following up on the attendance of Bayti employees.
- Follow-up employees' vacations and leaves through the Alpha and Mena system.
- Verify the monthly debt statement of Jawwal and send it to the finance department.
- Submitting employees' data reports by assembling, preparing, and analyzing data.
- Archiving employee files.

Pal collection (July 2019 – Oct 2019)

Debt Collector

- keep track of assigned accounts to identify outstanding debts.
- Locate and contact debtors to inquire about their payment status.
- Negotiate payoff deadlines or payment plans.

Training & Courses

- Arab Bank (**Jan 2019 –April 2019**)
- "International Computer Driving License. (**2018**)
- Al-Shamel Accounting program. (**2018**)
- "ENGLISH FOR TRAVELLING & TOURISM. (**2016**)
- Conversational English. (**2012**)

Education

- **Arab American University**
Masters in Quality Management (2020 - Present)

- ***An-Najah National University - Palestine***, Faculty of Economics
BA in Business Administration (2015 –2019).

Skills

- Excellent Communication skills
- Teamwork
- Management
- Very good Knowledge about MS Excel, MS Word
- Good Leadership skills