

# Huda Ali Al-Mughrabi

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## Personal Profile

My approach to work is driven by my enthusiasm to always produce high standards. I am extremely organised in all aspects of my life and take great pride in every task I have undertaken, always giving 100%. I would be an excellent employee, able to use the transferable skills I have taken the care and attention to acquire.

## Key Skills and Competencies:

- flexibility with regards to hours and shifts
- experience of managing budgets and schedules
- welcome personal development
- excellent communication , people and customer service skills
- driving license valid and clean.
- good attention to detail and able to remain calm under pressure
- organised and able to follow instructions
- marketing and office PA skills
- good IT skills including Word and Office
- languages include Arabic and English

## Summary

**May/ 2019 - To January 2022**                      **Kaureas**                      **Amman, Jordan**

Kaureas is a Spa for men in Abdoun and I am working as a Spa Manager.

### Duties included: -

- Managing the staff working hours.
- Customers service.
- Customers Quality insurance.
- Dealing with customers relationships.
- Internal and external marketing.
- Accounts Auditing and manage the till.
- Preparing orders and receipt.
- Preparing and organizing offers and events.
- Operating the Customers appointments on the computer system.
- Helping the reception and other sections.
- Working to achieve high profits at the lowest cost.

**August/2016 - April / 2019**                      **Beauty Leaders Company**                      **Amman, Jordan**

Working with a Vie and Phutomer brand

### Duties included:-

- Brand Manager & Beauty Leader.
- Trainer.
- Dealing with customers relationships.

**June/2015 - July/2016**                      **Real Cosmetics Company**                      **Amman, Jordan**

I worked with skin & hair care brands like Brazilian Cacao therapy, Black and Nashi.

### Duties included:-

- Skin Expert.
- Technician responsible for exhibitions.
- Showroom Manager.
- Organize & share events.

**May/2013 - May/2015**

**Bio Cosmetics Company**

**Amman, Jordan**

The company is an agent to the Guiout skin care brand.

Duties included:-

- Skin Expert.
- Responsible for spa treatments.
- Therapist.
- General public relations.

**January/2013 - April/2013**

**United Electronic Company Amman, Jordan**

I substituted for a friend on maternity leave and in this period worked as a sales coordination officer with an agent company for Cannon for electrical products such as printers and cameras.

Duties included:-

- Customer's service.
- After sales service.
- Opening & closing the shop.
- Responsible for maintaining and renewing window displays.

**February/2012 - December/2012**

**Rawhi Drug Store**

**Amman, Jordan**

I worked for Oboj Medical Skin care as a Brand Manager.

Duties included:-

- Marketing & advertising.
- Distribution of goods to other pharmacies.
- Skin Expert.

**July/2004 - January/2012**

**Aram and Hagop Company Amman, Jordan**

Working with a large international makeup agent brand company (Givenchy- Lancôme- Lore`al- Maybelline) started as a sales assistant in the showroom and ended as showroom manager.

Duties included:-

- Responsible for maintenance and renewing of window displays & sales of products.
- Makeup artist.
- Opening & closing the shop.
- Skin Expert.
- Show room Manager & Sales Manager Assistant.
- Marketing and advertising.
- Distributing & submitting customers' gifts.
- Inventory of the shop & warehouse.
- Writing an order of goods.

**Training and Education**

2017 Diploma of the French Academy of Technology, Amman – Jordan.

2016 Skin Care and Massage course, Paris – France.

2016 Customer service course, Paris – France.

2010 Training courses for makeup & hair dyes, Dubai – UAE

**References**

Details available on request.