

MAYA KTEISH

📍 SIDON , LEBANON

📍 Temporarily in QATAR

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📅 29/08/1979



Professional profile:

A motivated professional, skilled communicator and negotiator, she is particularly attentive to providing superior customer service. Able to leverage an in-depth knowledge of products and services to create customer-friendly solutions, she can count on undisputed managerial skills and talent in relating to the public and the different levels of the company.

Experience:

06/2022 – present : B Positive (Medical company)

Sales person :

- On ground salesperson, professionally promote products to get new costumers.
- Follow up the orders from the warehouse to recipient.
- After sale service to maintain healthy relationship with customers.

05/2020-05/2022 : Klean(Cleaning , Sanitizing and pest control company)

Sales person :

- Conduct presentations to demonstrate to potential clients the benefits of our products.
- Assist to the sales team in the registration of the customer's records and orders received.
- Arrange appointment with costumers and prospects to discuss new products and services.

05/2019 - 04/2020 : Green lab(Cleaning , Sanitizing and pest control company)

Sales person :

- Create quotes based on specific need of the customer .
- Track stock warehouse inventory and shipment management.
- Use appropriate sales strategies to ensure customer loyalty.

04/2013-03/2019 : Abou Merhi Charity Institution

Housekeeping Supervisor:

- Assigned to environmental service sections, with direct oversight of over 20 employees.
- Directed by daily operation of the planning, organizing and evaluation of hospital sanitation.
- Trained new staff on the cleaning procedure, paying attention to details, making sure all rooms are clean and tidy.

Education:

1982-1995 : Saida Public School for Girls

Diploma in Humanity

Skills And Competencies:

- Microsoft Office
- Marketing Strategies
- Organization Skills
- Problem-solving Skills
- Ability to manage customers and suppliers

Languages :

- **Arabic:** Native
- **English:** Fluent