



SARAH ATTAR

Dedicated and versatile professional with a passion for makeup artistry, exceptional sales acumen, and outstanding receptionist skills. With a solid background in makeup artistry, I excel in providing personalized makeup consultations and delivering flawless applications to enhance clients' natural beauty. My proven track record in sales and customer service, combined with my ability to build strong client relationships, has consistently exceeded sales targets and fostered repeat business. Additionally, my experience as a receptionist has honed my organizational and communication skills, ensuring efficient front desk operations and delivering exceptional customer service. Adept at multitasking in fast-paced environments, I thrive in roles that allow me to utilize my creative talents while providing top-notch service to clients.

CONTACT

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Doha - Qatar

EDUCATION

- Receptionist Diploma from the Maghreb School of Tourism and Housekeeping - Tunisia.
- Cabin Crew Diploma from International Airline (IAC) -Tunisia.
- High school degree in Economics and Management.

LANGUAGES

- Arabic : Mother tongue.
- English : Written and spoken (Excellent).
- French : Written and spoken (Excellent).

PERSONAL SKILLS

- Strong passion for makeup artistry and creativity, with a keen eye for detail and aesthetics.
- Strong interpersonal and communication skills.
- leadership skills.
- Ability to handle stressful situations and remain calm under pressure.
- Willing to work flexible hours, including evenings, weekends, and holidays.
- Customer Service skills.
- Time Management skills.
- Flexibility.
- Organizational Skills.
- Problem-Solving skills.
- Competency in Microsoft applications including word, excel, and outlook.
- Ability to use discretion while working with sensitive information.
- Attention to detail.
- Results-oriented with strong analytical skills.
- Strong knowledge of cosmetic products, including ingredients and their benefits.
- Familiarity with CRM software.
- Self-motivated and goal-oriented with a track record of meeting or exceeding sales targets.

PROFESSIONAL EXPERIENCE

LeToile - Qatar

03/June/2024 - 02/08/2025

Beauty Advisor

- Provided personalized skincare and makeup consultations to meet customer needs.
- Demonstrated and recommended products based on individual skin type, tone, and preferences.
- Achieved and exceeded monthly sales targets through upselling and cross-selling techniques.
- Maintained expert knowledge of current beauty trends, products, and ingredients.
- Performed makeup applications and tutorials to enhance customer experience and product understanding.

Mac Cosmetics - Qatar

10/2022 - 03/2024

Makeup Artist

- Maintaining a comprehensive understanding of MAC Cosmetics products, including features, benefits, and ingredients.
- Educating clients on proper product usage and application techniques, promoting sales and enhancing customer satisfaction.
- Meeting or exceeding sales targets through effective product recommendations and upselling strategies.
- Building and maintaining strong relationships with clients, providing personalized service and fostering loyalty.
- Adhering to strict hygiene and sanitation standards in accordance with MAC Cosmetics' guidelines and industry regulations.
- Participating in ongoing training and skill development programs provided by MAC Cosmetics to enhance product knowledge and makeup techniques.

Reef Perfums Kuwait - Qatar

02/2020 - 08/2022

Fragrance Sales Associate

- Greeting and assisting customers in a friendly and approachable manner.
- Assessing customer preferences and guide them to suitable fragrance options.
- Providing detailed product information and answer customer inquiries.
- Achieving and exceeding sales targets by actively promoting and upselling fragrance products.
- Utilizing sales techniques to maximize revenue and contribute to store profitability.
- Ensuring proper presentation and organization of fragrance displays.
- Monitoring and replenishing stock as needed to maintain a well-stocked and visually appealing department.

Secretariat Profit Group - Qatar

06/2016 - 12/2020

Receptionist

- Greeting clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Announcing clients as necessary.
- Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.
- Answering, forwarding, and screening phone calls.
- Providing excellent customer service.
- Scheduling appointments.

Darwich Holding " Fifty-One East " - Qatar

2012 - 2016

Sales Representative " Cosmetic Products"

- Promoting and selling the company's cosmetic products to individual customers, retailers, and salons.
- Utilizing various sales techniques, including cold calling, product demonstrations, and client presentations.
- Building and maintaining strong relationships with clients, understanding their specific needs and preferences.
- Providing exceptional customer service and address customer inquiries and concerns promptly.
- Possessing in-depth knowledge of the company's cosmetic product line, including ingredients, benefits, and usage instructions.
- Training and educating customers on product features and advantages.
- Meeting and exceeding sales targets and objectives set by the company.