

Palig Darakjian

+961 70 997509 | Darakjian.palig@gmail.com | Zalka, Lebanon

WORK EXPERIENCE

Bookwitty, Beirut
Supply Chain

2016–2018

- Received and processed all customer orders and purchased orders.
- Liaised between different suppliers, shippers and the company's administration
- Communicated with customers, warehouses, brokers, vendors, supply planning, sales & operations teams.
- In charge of new inputs (manually and through EDI, invoices, order expediting, tracking inquiries
- Ensured to have a consistent database through precise data entry, filing & administrative work.

Ets. H. Atamian, Beirut

2015–2016

PR and Online Communication Specialist

- Dealt with multinational brands and managed the day to day marketing campaigns
- Liaised with brands abroad & created digital media plan for each brand
- Managed the digital marketing & social media channels of the company
- Handled Marketing & event related campaigns as well as online/offline Ads.
- Contacted and coordinated with press and media in the region (online and offline) as well as PR agencies.

Haigazian University

2010–2015

Assistant of Student Life Office

- Helped in organizing events on campus
- Kept students and faculty informed about new projects and announcements

Ribbons & Bells (Chocolatier)

2011–2011

Sales Person and Assistant

- Assisted in designing and creating new chocolate packages
- Interacted with customers to come up with new designs meeting their ideas

La Senza, Zalka, Lebanon

2010–2011

Sales Person

- Helped in the designs of the displays
- Assisted customers with their queries and catered their needs

Quintessentially Group, London, United Kingdom

2013–2013

Trainee

- Trainee in two departments; working with the Elite Team and with the Travel & Villas Team.

Bank Audi Headquarters, Beirut, Lebanon

2013–2013

Trainee

- Assisted with a variety of projects (Pinpay and Spring Account) and assisted in the Marketing Department.

EDUCATION

Haigazian University, Lebanon

2010 – February 2015

Bachelor of Business Administration

Emphasis: Advertising and Marketing

PERSONAL SKILLS

Creativity

Time Management

Adaptability

Communication

Organization

Detail Oriented

Languages: English, Armenian, Arabic

EXTRACURRICULAR

ACTIVITIES

- Online Collaborative Committee
- Peace Building
- Committee Dance Club
- Homenetmen, Armenian sport and scouting organization
- Private Tutor

Hobbies: Reading, Drawing, Travelling