

Lea Nercessian

Lebanese, September 10th, 1996, single
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Career Objective

Aiming to find a full-time job at a reputable company, where I can implement my qualities, seek for my development and learn new qualifications to achieve my personal, as well as the organization's goals.

Education

2015 – 2018	BA with emphasis in Human Resources Management. Haigazian University – Hamra.
2013 – 2014	Lebanese Baccalaureate, «Economy & Sociology Sciences » School: Yeghishe Manoukian - Dbayeh.

Industrial Placement

Jan 2019-Present	MG Hotel Supplies Positions: Purchasing and Logistics Officer Main Tasks: - Placing orders and checking up shipments. - Follow up with suppliers (local & foreign) and with local forwarding companies. - Receiving shipments and issue invoices. - Inventory counts.
August 2017	Internship at Credit Libanais Positions: Teller then Customer Relations Main Tasks: - Opening an account, selling cards, assisting with housing loans and counter operations & transactions.
Jul 16 – Apr 17	Retail Group – Accessorize – Le Mall Dbayeh Position: Sales Assistant

Skills

Fluent in English, Arabic and Armenian and basic French.
Good communication and presentation skills.
Good practice of Microsoft office.