

ELSA A. LAYOUN

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Zahle, Lebanon

Born on 29/04/1995

EDUCATION

NOTRE DAME UNIVERSITY - LOUAIZE

Bachelor of Business Administration - International Business Management

Achieved Deans Honor List for the years 2016-2017

Zouk, Lebanon

September 2013 - June 2017

COLLEGE DES SOEURS DES SAINTS COEURS

Lebanese Baccalaureate II in Sociology and Economics

Zahle, Lebanon

June 2013

EXPERIENCE

Logistics Coordinator at BCC Logistics

Sin El Fil, Lebanon

- **Department of Warehousing**

September 2018 - Current

1. Planning the workflow of both the local and free-zone warehouses
2. Managing the required documents and procedures with the port
3. Communicating with the clients
4. Supervised and managed the internal procedure according to ISO9001-2015 qualifications

Employee at Panemar Forwarding SAL

Jemayzeh, Lebanon

July 2015 - September 2018

- **Department of Customer Service**

January 2018 - September 2018

1. Communicating directly with suppliers as well as local and foreign agents.
2. Arrange bookings by examining destination, route, rate, delivery time and dispatches to carriers.
3. Assist the sales team with quotations and client/product knowledge.
4. Keep customers informed by forwarding notices, shipment dates and methods.
5. Coordinate & expedite requests, time-specific pickups, deliveries and other special requests.

- **Department of Operation**

January 2017 - December 2017

1. Settlement of all required documents for each shipment
2. Communicating with the external agents and the local clients
3. Preparing the required documents for the Lebanese customs
4. Data entry (Softprotec and Devkey Systems)

- **Department of Accounting**

September 2015 - December 2016

1. Cash collection
2. Cash payments
3. Procurement and Inventory
4. Reconciliation of Financial Statements
5. Data Entry (Softprotec and Devkey Systems)

Intern at Panemar Forwarding SAL

July 2015 - August 2015

Departments of Accounting – Clearing – International Booking – International Costing

ADDITIONAL

Computer Skills

Microsoft Office (Word, Excel, Power Point, Outlook, Project Management)

Basics of Adobe Illustrator, Photoshop and After Effect

Languages

Fluent in English and Arabic and competent in French

Extra-curricular activities

Fitness, zumba, reading and travel

Member in the Saint Coeur Zahle – Rassie Groupe Missionnaire since 2010

Beginner's Diploma in First aid

