



Lauren Abrahamian

Nationality: Armenian

Date of Birth: 26/April/1996

Marital Status: Single

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📍 Beirut, Lebanon

WORK EXPERIENCE

Accountant

Armanor Jewelry

08/2017 – 03/2019

Beirut, Lebanon

Achievements/Tasks

- Prepared, assessed, and presented all financial statements, quarterly Value Added Tax, stock adjustments, and bank statements
- Responded to administrative requests and queries from senior managers
- Processed email correspondence and paperwork for international exhibitions on behalf of owners
- Spearheaded social media marketing by photographing products, editing photos, and producing creative content to engage customers
- Journal Vouchers entries
- Coordinated sales by developing and maintaining a filing system to organize monthly inventories and weekly sales data

Assistant Sales/Store Manager

Armanor Jewelry

02/2015 – 08/2017

Beirut, Lebanon

Achievements/Tasks

- Assisted clients in jewelry selection by understanding and anticipating their requirements
- Informed customers about upcoming designs, products, and features
- Received payments and updated stock and sales inventory regularly
- Responded to customer queries regarding products

Promoter

Merlun Group

09/2015 – 12/2015

Beirut, Lebanon

Achievements/Tasks

- Promoted Nescafe Products

Sales

Joue Club

11/2014 – 01/2015

Beirut, Lebanon

Achievements/Tasks

- Greeted customer, responded to questions, improved engagement with merchandise and provided outstanding customer service

EDUCATION

BA in Business Administration

Haigazian University

09/2014 – 12/2017

Beirut, Lebanon

LANGUAGES

English

Native or Bilingual Proficiency

Arabic

Native or Bilingual Proficiency

Armenian

Native or Bilingual Proficiency

French

Elementary Proficiency

SKILLS

Organization skills

Teamwork

Leadership

Communication

Time Management

Photoshop

VOLUNTEER WORK IN ORGANIZATIONS:

Scouts Leader at Antranik Antelias Scouts Movement (2012 – Present)

- Leader of the young girls (Team Caravelles): aged 17 and above
- Plan different types of activities and outings, weekly and throughout the year
- Find sponsors for financial support and needed supplies
- Schedule meetings and activities with scouts, parents, and sponsors
- Skills gained from scouting are: leadership, communication, motivation and teamwork

Member of the Lebanese Red Cross - Youth Department (04/2016 – 11/2016)

Member of the Armenian General Benevolent Union (A.G.B.U) and the Armenian Youth Association (A.Y.A.) (2002 – Present)

One-Day Volunteer at Bonheur du Ciel (2018)

One-Day Volunteer at Bird's Nest Orphanage (2018)

SCHOLARSHIPS/CERTIFICATES:

A.G.B.U. International Scholarship (09/2014 – 09/2017)

Granted by the Armenian General Benevolent Union - AGBU New York Headquarters

United Nations Student Scholarships (2017)

Granted by the United Nations in Lebanon

Participation Awards from International Futsal Championships in Spain, Greece, and Serbia (2014 – 2018)

Granted by HU Sports Department Granted by The Students Life Office of Haigazian University for playing Futsal

Certificate of Acknowledgement for Significant Effort and Contribution (2014 – 2015)

Granted by The Student Life Office at Haigazian University

Certificate: Organizer of Beirut Marathon (2014, 2015, and 2018)

Granted by the Beirut Marathon Association

Certificate of Training of Basics in Computer Science (06/2013)

Granted by the Department of Computer Science and Mathematics at the Lebanese American University

Participation Award granted by Model United Nations (MUN) (2012 – 2013)

Lebanese American University

Degree in Music with Distinction from the Soulhi Al-Wadi Institute of Music (2004-2011) (2004 – 2011)

Emphasis on Violin

Certificate of Participation from Al Shams Orchestra (2010)

References are available upon request