

# Maya M. AOUN

Zalka- Beirut - Lebanon

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D.O.B. 20-07-1992

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## OBJECTIVE

Seeking a logistic, sales or administration position where I can bring my managing, organizing and planning skills highly developed through five years of experience as an employee in a freight forwarder company to maximize the performance of logistics, sales; operations and ultimately increase the profit share.

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## KEY COMPETENCIES AND SKILLS

- Good management and organizational skills
  - Data-oriented with good analytical skills
  - Critical thinking
  - Report-building
  - Bilingual: English and French
  - Remarkable team player
  - Self-improvement and motivation
  - Fast learner; good oral and written communication
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## WORK HISTORY

2013 – Present      **Transport Plus – Port Zone** Beirut  
**Account Manager**

- Action plan, market survey, Segmentations-Targeting, focused campaigns and sales forecasting.
- Achieve assigned sales quota.
- Work completely and accurately under time constraints and deadlines.
- Establish and preserve solid connections with customers.
- Resolve customer complaints by investigating problems, preparing reports and making recommendations to management and finding solutions.
- Monitor competitors by gathering information on pricing, new services, delivery schedules and merchandising techniques and take action accordingly.

### Operation Department

- Get cost, offer selling rates to clients, advise shipping instructions, direct contact with international agents
- Managed daily operations process
- Operating clearance process at Port and Airport
- Working Air/ Sea shipments process from door to door

### **Pricing Department**

- Preparing cost reports for operation department use

### **Accounting Department**

- Invoicing
- Expenses/ Purchase

June.2011- July.2011 **Credit Bank – Head office Department-** Dekwaneh (training)

- CRO ( customer service)
- Teller

July 2010- December.2010 **Arz Hospital-** Beirut (training)

- Operation Department
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## **EDUCATION**

2016 **Master 1 in International Economics Science** | Lebanese University  
Faculty of Economic Science and Business- Ashrafieh

2013 **Bachelor in Economics Science** | Lebanese University. With Honors: 95/100  
Faculty of Economic Science and Business- Ashrafieh

2010 **High School Diploma Economics** | College Saint Georges- Zalka

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## **COMPUTER SKILLS**

**Microsoft:** Word; Excel and Power Point  
**Browsing Internet:** Excellent searching skills; 5 index; Kompass

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## **LANGUAGE SKILLS**

**Arabic:** Excellent speaking; writing and reading  
**English:** Excellent speaking; writing and reading  
**French:** Very good speaking; writing and reading

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## **INTEREST**

Reading - Traveling- Hiking