

ANTOINE ELTEN	
Contacts	Email: tonyalten@gmail.com Mobile: +961 70 875803
Date of Birth	November 5 th , 1984
Nationality	Lebanese
Marital Status	Single

EDUCATION	
2014 - 2017	CUYAHOGA COMMUNITY COLLEGE (OHIO-USA) Associates degree in Business Management – International Business
2004 - 2007	UNIVERSITY LA SAGESSE – Business Management
EXPERIENCE	
Jan 18 -	HENRY DAKAK MEUBLE & OBJECTS JEWELRY Operations Manager
	<ul style="list-style-type: none"> • Manage retail day-to-day operations • Maintain effective control over cash-in-hand and bank transactions, and ensure that cash-in-hand and reconcile with accounting records. • Organize and administer PR events such as conferences, corporate dinners. • Manage in house accounting operations • Oversee On site project execution and quality assurance
Sept 15 – May 17	MASTER'S AUTO SALES, CLEVELAND – OHIO, USA Finance Officer
	<ul style="list-style-type: none"> • Ability to work with clients in and out the office • Review monthly reconciliations of inter-company accounts and eliminate reconciling items • Work directly with personal clients and other financial consultant • Handle corporate relations quotations, invoices, financial reporting with high accuracy and timeliness • Review and verifies transactions from different departments on periodic basis • Implement changes to accounting and reporting processes as recommended by the Internal Audit, External , and management

Dec 14 - Jun 15	Sales Representative
	<ul style="list-style-type: none"> • Maintain and enhanced current customer relationships. • Analyze customer needs and requirements to determine credit qualifications. • Handle customer objections and questions in a way to ensure sales closure
Feb 14 - Dec 14	Dealer Porter
	<ul style="list-style-type: none"> • Prepare key tags for vehicles. • Maintain buyer guides and stock tags for each vehicle. • Arrange cars in lot as per dealership display standards.
Mar 08 – Dec 12	CREDIT LIBANAIS S.A.L, LEBANON Branch Supervisor
	<ul style="list-style-type: none"> • Process trade finance applications • Conduct collection campaigns on each client that consists of emails, phone calls and follow up on due dates loans on maturity date. • Prepare training material if needed • Follow up the implementation with the different departments • Process car loan applications • Monitor the validity of the LG's and cancel in case of closure. • Ensure the team in the respective area is working effectively together, and mitigate in case of tensions • Coordinate internal audit effort in compliance with policies and procedures
Sep 03 – Mar 08	Teller
	<ul style="list-style-type: none"> • Assist clients for over the counter banking services • Nominated ATM custodian
LANGUAGES	English (Fluent), French (Fluent), Arabic (Native)
COMPUTER SKILLS	Windows and Mac OS, Microsoft Office (Intermediate)

