

# Melissa Flouty

Beirut, Lebanon  
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## Education

Master's degree level

**Faculté de Gestion et Management - Université Saint-Joseph - Beirut, Lebanon**  
*Affiliation - Institut d'Administration des Entreprises - Université de Tours - Tours, France*  
Masters in Marketing

2017 - 2019

**Faculté de Gestion et Management - Université Saint-Joseph - Beirut, Lebanon**  
Bachelor in Business Administration and Management

2014 - 2017

**Zahrat El-Ihsan School - Beirut, Lebanon**  
Lebanese Baccalaureate, Sociology and Economics

1999 - 2014

## Experience

1.9 years of experience

**Beirut Annunciation Orthodox College - Beirut, Lebanon**  
Material Management Department

August 2018 - Present

- Purchasing agent: Stock, non-stock and services purchasing, taking into consideration the quality price ratio and on time delivery
- Invoicing control: Data entry and matching to purchase orders
- Inventory management
- Stock replenishments

**Eduation School Network - Beirut, Lebanon**  
Material Management Department

February 2018 – August 2018

- Purchasing agent: Stock, non-stock and services purchasing, taking into consideration the quality price ratio and on time delivery
- Invoicing control: Data entry and matching to purchase orders

**Fransabank (Internship) - Beirut, Lebanon**

July 2016 - August 2016

- Introduction to operational and commercial retail banking activities

## Leadership

### • Starmanship & Associates

December 2018

- Communication & Team Effectiveness

### • Zahrat El-Ihsan Scouting

2011 - 2016

- Developed my team work spirit and learned the importance of prioritizing the needs of the group
- Strengthened the efficiency of my communication with people from different age-groups

## Skills and Interests

- **Languages:** Arabic, English and French (Spoken and Written)
- **Computer skills:** Microsoft Office, J.D. Edwards
- **Interests:** Sports, cinema and music

References available upon request