

**Personal Information**

**First Name** : Elissa  
**Name** : El Khoury Geagea  
**Date of Birth** : 15/09/1987  
**Nationality** : Lebanese  
**Mobile Number** : +961 70 159511  
**E-Mail** : elissa.geagea@gmail.com

**Education Qualifications**

**May 2019 - present:** Master in Fashion & Luxury Management, Fashion Skills, Paris  
**July 2011** : BA in Business Administration in AUL, Kaslik Study Center  
**May 2007** : Certificate in Financial Accounting I in College Of The North Atlantic Qatar  
**July 2006** : 3<sup>rd</sup> year high school (Science de la Vie) in St. Therese Hadchit

**Experience**

**September 2019 till Present:** Business Development Manager at BSO – Business Services Office

**Responsibilities:**

- Following up new business opportunities and setting up meeting
- Planning and preparing presentations
- Providing management with feedback
- Overseeing the development of marketing literature
- Providing trustworthy feedback and after-sales support
- Developing goals for the development team and business growth and ensuring they are met
- Communicating new product developments to prospective clients
- Negotiating with stakeholders
- Writing reports
- Attending conferences, meetings and industry events
- Training personnel and helping team members develop their skills
- Public relations

**July 2017 till August 2018:** Customer service representative at BYBLOS BANK

**Responsibilities:**

- Following up customers' accounts and payments.
- Opening new account for new customers (personal and companies accounts)
- Updating KYC.
- Selling bank products.
- Attending meetings and conferences.
- Preparing standing orders and permanent instructions.
- Doing money transfer account to account and bank to bank locally and internationally.
- Preparing banker checks.
- Versing checks into accounts.
- Preparing customers' files to the insurance company.
- Solving overdrafts problems.
- Closing accounts.
- Issuing Bank Debit Cards.
- Ordering Credit Cards and deliver it to customers.

**December 2011 till June 2017:** Accountant at Mediterranean Oil Shipping & Transport Co. (MEDCO)

**Responsibilities:**

- Daily follow up on fuel Stations transactions and selling prices based on the official decree.
- Preparing clients' fuel invoices.
- Reconciliation clients Statements against invoices.
- Following up customer payments to control that purchases are being settled in due time.

**February 2008 till present:** Bachelor, wedding and event planner & organizer in the collaboration with Zaffet El Omer

**Responsibilities:**

- Assisting the groom and the bride finding their best fit style for the wedding
- Reviewing and sourcing weddings and events locations
- Assisting the bride with her outfit, outlook and wedding logistics like flowers, photographer, theme, etc.
- Planning the parties.
- Researching new events ideas.
- Human resources planning for the wedding tasks.

- Building and maintaining good client and sponsor relationships

**February 2008 till December 2011:** Assistant Academic Director & Placement Officer Coordinator (Human Resources) at AUL University, Kaslik Study Center.

**Responsibilities:**

- Public Relations
- Following up teachers' attendance
- Preparing the course offering.
- Attending meetings and conferences related to academic development.
- Preparing the minutes of meeting.
- Assisting with new registrar students.
- Making travel arrangements.
- Doing the first meeting with new applicants.
- Telemarketing.

**October 2006 until December 2007:** Executive Secretary in CHIP International Doha – Qatar and Meker Qatar (Sisters Company)

**Responsibilities:**

- Public Relations
- Receiving, distributing and answering mails
- Scheduling, attending and preparing the minutes of meeting and conferences.
- Making travel arrangements
- Purchasing office supplies, equipment and furniture
- Accounting & Finance (Petty Cash)
- Archives
- Secretary

**Summer 2005 & 2006:** Guide in Cedars Forest – Becharre

**Summer 2004:** Cashier in Tonodra's Network - Becharre.

**Professional Skills**

**Computer:** windows, word, excel, power point, Linux.

**Languages:** Arabic, French and English: read, spoken and written (Fluent) – Spanish: medium