

CV

Annie MELIKIAN
Main Street Ajaltoun

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PERSONAL

Date of Birth : January 16,1995

Place of Birth : Beit El Kiko, Lebanon

Residency : Permenant resident in Lebanon

Citizenship : Canadian

Marital Status: Engaged

EMPLOYMENT

- After Sales Administrative Assistant at **Porsche Center Lebanon-**
May 2017 till present
 - Maintain supplies by keeping inventory of stock, coordinating with suppliers and purchasing the needed supplies.
 - Handle customer service by receiving phone calls and generating surveys in order to collect data regarding the customer satisfaction.
 - Perform billing, customer and cash keeping operations.
 - Keep track of outstanding debts, contact debtors and recover owned money.
 - Maintain historical records and keep track of payments including purchase orders and invoices.

- Assist other employees by issuing leave requests, collecting travel reports requesting work certificates.
- Stock and cash controller at Supermarket **La Valeur** Ajaltoun- November 2016 till May 2017
 - Monitor daily cash operations of cashiers.
 - Prepare daily cash report, record money sent to the bank on the system.
 - Issue payment of all suppliers.
 - Pricing of all items on the system.
 - Perform stock count, and adjust the inventory if needed.
- Telemarketing at **International Publishers** - June 2016
- Sales promotion - November 2015 till November 2016 (Part time)
- Particular lessons 2015
- Cashier at Supermarket **Al Hachem**- Summer 2014-2015
- Training at **Fransabank**- August 2015

EDUCATION

- M1 in Business Management- Lebanese University, Ashrafieh, Beirut-2017
- Bachelor degree in Business Management- Lebanese University, Ashrafieh, Beirut-2016
- Sainte Louise, Ajaltoun- Economy & Sociology -2013

SKILLS

- **Languages** : Fluent in English, French, Arabic, Turkish and Armenian
- **Computer skills** : Microsoft excel, Word, Power point
- **Personal Interests** : Singing in church chorus - Saint Nicholas

Team leading- Jeunesse Mariale Vincentienne

Nikon school Lebanon-2011

Photography – The fundamentals of Photography -

Doing researches