

Arsho Sarine Hortanian

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EDUCATION:

Haigazian University - Beirut, Lebanon 2011-2015
BA in Business Administration Emphasis Finance

Armenian Evangelical Central High School 1996-2011
Lebanese Baccalaureate (SE)

EXPERIENCE:

Java Fire Protection SA - Beirut, Lebanon 5/2016 – Present

Accounts Executive & Sales Service Coordinator

- Coordinate sales team by planning and managing schedules, filing important documents and communicating relevant information
- Monitor the team's progress, identify shortcomings and propose improvements
- Maintain organized sales records and report month-end goal setting to the senior management team
- Handle the accounts of new and existing clients
- Analyze current customer base and identify potential sales and business opportunities
- Create proposals for the existing and new clients
- Presenting and demonstrating the value of products and services to prospective buyers
- Manage the entire sales cycle from finding a client to securing a deal
- Monitor workshop service progress and performance
- Prepare quotations, introduce company products and close sales
- Provide professional after-sales support to enhance the customers' dedication
- Reconcile accounts payable and receivable
- Follow up on statements of accounts and work on collection
- Handling complaints and negotiations
- Manage communication between upper management and employees
- Participate in brainstorming, office activities, staff meetings and client meetings, researching and assisting with program development for existing clients and new prospects
- Provide support to the CEO
- ISO Delegate

Gostanian Co.-Silva Exchange- Beirut, Lebanon 10/2014 – 5/ 2016

Compliance Officer

- Assess operational risks
- Acting as a first point of contact for compliance concerns
- Reviewing and auditing the organization's adherence to compliance procedures
- Remaining up to date on current regulatory and compliance change
- monitor compliance with laws, regulations and internal policies
- Reporting compliance issues and recommending changes
- perform various general administrative duties

Herald Company– Beirut, Lebanon

7/2014 – 1/2015

Accountant

- Manage accounting transactions
- Reconcile accounts payable and receivable
- Analyzing accounts and business plan
- Document financial transactions by entering account information

ADDITIONAL EXPERIENCE AND INTERNSHIP:

Private Tutoring

2011-2015

BBAC, Teller/Customer Service

7\2014-8\2014

LANGUAGES: Native Armenian, Fluent in English and Arabic

SKILLS: communication skills, computer skills (excel, word, PowerPoint), organizational skills, interpersonal skills, team player