

Elissa Tannous

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PROFESSIONAL SUMMARY

Highly analytical business undergraduate with good communication skills and problem solving attitude looking to apply knowledge from classroom in a professional environment as a business student Intern. Coming with ability to carry out assigned tasks promptly and online sales experience in addition to ERP software understanding.

EMPLOYMENT HISTORY

Online Store Manager, Online shopping page. Beirut

Mar. 2021 – Present

- Purchasing wholesale goods from outside the country
- Cooperating with shipping company to receive the goods
- Managing the page by posting products
- Advertising the products for specific targets
- Cooperating with internal delivery company to deliver the goods to clients all over the country
- Entering and tracking orders in the delivery system
- Verifying payments with orders delivered

Accounting and stock control Intern, Le flocon artisan glacier. Beirut

Jun. 2021 – Aug. 2021

- Conducting stock counts
- Documenting inventory
- Food cost percentage calculation and pricing, quantity and lead-time delivery negotiations with suppliers
- Post purchase invoices data entry into software systems and data verification

EDUCATION

Saint Joseph University, Saida, South

BBA, Business administration, Present

SKILLS

Microsoft Excel

Word

Active-listener

Teamwork

Communication

Problem-solving

Softmind system

Powerpoint