



ELIE PIERRE HABTOUT

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Personal Details

- Date of Birth : 25/04/2000
- Marital Status : Single
- Nationality : Lebanese

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Education

- **Arts, science and technology university in Lebanon** 2018 - 2022
Management information systems
- **École secondaire des filles de la charité** 2003 - 2018
Terminal SE

Experience

- **Liban fruits** 02/2022 - Present
Sales processor
 - Receive restaurants, hotels, NGOs orders and other kind of clients
 - Input orders using ERP system to process them and create a sales report to know what is our daily purchase requirements to sell our clients
 - Handle complaints and correct mistakes as fast as possible
 - Process bills to send them to customers
 - Do a daily routing map to each driver in order to create the best time management possible
 - Track drivers to know how they are behaving on their way using Inter-telecom software
 - Create a price difference report between the company I work in and clients's other price list to help other managers know in what conditions they are working with
 - Manage logistic manager tasks in his day off or at times he isn't available at work
- **Chopsticks** 06/2021 - 03/2022
Operator
 - Receive orders from clients
 - Handle complaints
 - Help customers with any kind of information about the menu, offers, etc...
- **Lebrelief** 07/2021 - 10/2021
Social worker
- **La Fuente de San Miguel** 11/2020 - 06/2021
Waiter
 - Welcoming customers
 - Take customers orders and serve food and beverages
 - Make menu recommendations
 - Share client's complaints and additional information with the directors
 - Follow up clients and do the best to make them feel comfortable
- **IGZ** 02/2021 - 05/2021
Social worker

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| <ul style="list-style-type: none">• DOCS
Cashier<ul style="list-style-type: none">- Receive payments and issue receipts to clients- Keep track of products expiration date- Handle bills received by suppliers and make sure the packages are correct- Answering customer's questions and help them finding what they need• Copersec
Security (at demand)• Le Quartier
Waiter• Private Club
Animateur | <p>03/2019 - 02/2020</p> <p>07/2019 - 10/2019</p> <p>06/2018 - 10/2018</p> <p>07/2017 - 10/2017</p> |
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Certifications

- Delf B2 from the French embassy

Skills

- Time management
- Interpersonal communication
- Adaptability
- Organization
- Teamwork
- Decision making

Languages

- Arabic
- English
- French

Interests

- Video games
- Team sports
- Bodybuilding and healthy lifestyle

Reference

- References available at demand - ""