

## Elias Shaya

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### PROFESSIONAL SUMMARY

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A highly motivated Finance graduate who is looking forward to play a vital role in financial decision-making and add significant value to businesses. Experience in budgeting, forecasting, and providing financial advice to increase company's growth and revenue. Quick learner able to analyze situations and provide innovative solutions. Keen interest in world economies, financial markets investments, business development, blockchain technology, innovation and branding.

### PROFESSIONAL EXPERIENCE

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#### EdBer – Lebanon

May 2021 – June 2022

##### Procurement Officer

- Assist in supplier selection to promote good procurement practice and ensure ethical purchasing standards
- Forecast new purchases sales which in return decreased stock surplus by 15% based on previous season
- Control and oversee expenses against given budget in coordination with other departments
- Increase customer retention by 35% through effectively monitoring delivery times and keeping daily track of orders, which enhances customer experience

#### Oumniati NGO – Lebanon

September 2021 – March 2022

##### Social Media and Digital Marketing Manager

- Developed and implemented social media strategies on different channels, which increased followers by 177%
- Created content and designed posts that communicate the mission and values of the NGO and position its credibility on a national level
- Collaborated with Wadi Al-Akhdar and renown Social Media influencers to promote activities and events, expanding the organizations reach by 82%

#### Himaya NGO – Metn, Lebanon

January 2019 – March 2019

##### Internship – Communications Officer Assistant

- Aided in project budget management and its allocation to child protection initiatives, to limit over-expenditure and waste costs
- Drafted and edited communications copy and material that is used in online marketing and reporting to showcase the impact on beneficiaries
- Contacted and negotiated with different suppliers that provided requested deliverables for projects and events

#### Fransa Bank – Zalka, Lebanon

July 2018 – August 2018

##### Internship – Commercial Banking and Teller

- Provided administrative support to commercial and teller sectors within the bank
- Gained exposure to the wide world of investment and commercial banking

### EDUCATION & CERTIFICATIONS

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#### American University of Science and Technology - Beirut, Lebanon

October 2018 – May 2021

##### Bachelor of Science in Finance

- Finalist at Bank Audi's stock trading competition

### LEADERSHIP

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#### Treasury Assistant – Alma el Chaab Youth Club, Lebanon

December 2020 – Present

Document all daily cash transactions | Create a budget for each initiative | Invoice in-and-out transactions | Maintain financial records and spreadsheets

#### Professional Conference Organizer – AIESEC, Lebanon

September 2018 – May 2019

Assigned various roles and tasks to team members | Organized online and offline marketing campaigns | Created multiple budgets to cover different scenarios | Followed up with host speakers and team members to ensure effective delivery of the conference agenda

### OTHER

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**Skills:** Microsoft Office | Crypto trading | Communication | Shopify | Paid Social Media Advertising | Canva design | Music Production

**Languages:** Arabic (Native), English (Fluent)