

## HABBAKI Elie

**Date of birth** 17 December 1984

**Nationality** Lebanese

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Having been exposed to many markets throughout my work experience, gaining maturity in many fields and adapting to different mentalities, I am known for my ability to remain calm and in control during hectic and busy times. I value teamwork and I try to motivate others to follow my example of professionalism and dedication to service.

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### PROFESSIONAL EXPERIENCE

#### BANK AUDI

Jun. '11 – Sep'22

##### Operations manager and Transfers team leader

Jul. '15 - Sep'22.

- Insured interbank (local and abroad) process occurs in all the right and professional aspects, Operations and legal management
- Trained staff and team members for better quality distribution and proper workflow operations.

##### Quality management and Fraud inspection

Feb. '12 – Jun. '15.

- Co-started the launch of the centralization unit of the clearing checks department
- Improved the interactive software to facilitate the chain work flow.
- Supervised and examined checks for mistakes or discrepancies.

##### Money handling and customer service

Jun. '11 – Feb. '12.

- Handled cash, fees payments and accounts management, updated and correct ledger account by end of day. Customer service follow up for updated accounts.

#### I-STYLE - Apple Store- (premium authorized resellers)

Oct. '10 - Mar. '11

##### Sales Executive

- Attracted new customers and negotiated for sales pitches. (potential B2B clients and B2C sales)

#### IMPACT BBDO/IB2. Beirut, Lebanon

Jun. '09 – Sep. '10

##### Client Services – accounts handling

- Mediated between agency and clients, Handled accounts and managed media portfolio and content. (branding, communication strategy, planning and negotiations.)

### EDUCATION

- Master en gestion des entreprises internationales (MBA) – U.S.J/ Université Paris-Dauphine (M.B.A. International – USJ/Paris Dauphine et IAE de Paris) Sept.'17 – Apr. '19
- BA in Business Administration - Haigazian University – Beirut Feb. '05 – Feb. '09.

### TRAININGS AND SEMINARS

- Seminar "*Six Sigma - Yellow Belt*": Business improvement studies. Feb. '13
- Training course about ISO 9001: Foundation Training and internal auditor. Apr. '11
- 23-hour Certified Associate in Project Management Course. Apr. '09
- Consumer-Focused Marketing Seminar. Mar. '09

### QUALIFICATIONS AND INTERESTS

**Skillset** Excellent communication, team work and leadership skills, in addition to OFFICE and APPLE know how.

**Languages** Fluent in Arabic, French and English. Basic in Spanish.

**Interests** Marathon Runner, Traveler, Musician, logistical settings for events: stage/lights/sound.