

**Elie Kahawaty**  
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**Academic Formations:**

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**Holy Spirit University of Kaslik USEK**  
BBA in Management & Entrepreneurship  
2023

Kaslik, Lebanon

**Professional Experiences:**

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**January 2025 – May 2025 – Sales representative, Mamas and Papas - Dbayyeh**

- Exceeded monthly sales targets
- Cross and upselling success
- Inventory Management and optimization.
- Increased loyalty programs signups.
- Editing and Content Creation for Social Media

**September 2024 – January 2025 – Customer service representative , Malak Al Tawouk**

- Effectively managed and resolved customer cases, ensuring timely solutions and maintaining high satisfaction levels.

**October 2023 – August 2024 – Administrative assistant, DAFA**

- Handled correspondence, scheduling, record-keeping, data management, coordinated office supplies and provided support for projects, events, and teams operations.

**March 2023 - June 2023 – Operations Coordinator, USEK Green Committee**

- Coordinated and monitored daily waste management activities, optimized resource use, maintained accurate records and reports, collaborated with teams and contractors, resolved operational issues to optimize efficiency.

**April 2022 - June 2022 - Sales and Marketing Internship, Aruba S.A.R.L**

- Training staff on product knowledge, led merchandising strategies and shelf placement to boost visibility, negotiated inventory costs, successfully closed sales contracts with clients.

**January 2022 - April 2022 - Sales representative, Dior Socodile S.A.L**

- Met sales targets by delivering exceptional customer service, maintaining luxury visual merchandising standards, and building long lasting client relationship.

## ***Individual & Soft Skills***

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### ***Computer knowledge:***

- ✓ Windows and Microsoft Office (Power Point, Excel, Word)
- ✓ Brans Software & microsoft dynamics

### ***Languages:***

- ✓ Arabic (Native; Fluent)
- ✓ English (ESL; Excellent)

### ***Skills:***

- ✓ Teamwork spirit and collaboration
- ✓ Proficient oral, communication and email skills
- ✓ Strong time management
- ✓ Adaptation to multicultural environments
- ✓ Quick learner
- ✓ High tolerance to working under pressure
- ✓ Advanced research and information literacy
- ✓ Product knowledge and customer base understanding

### ***References:***

*Available upon request.*