

HAGOP MELKONIAN

PERSONAL INFORMATION

E-mail : HagopMelkonian1991@outlook.com

Phone : +37493155298

EDUCATION

Lebanese
International
University
2016 —2019

Masters in Business Administration & Marketing

Solid knowledge on various advanced business & marketing courses.

Graduated with Honors.

Lebanese
International
University
2016 —2019

Bachelors in Business Administration - Banking & Finance

Solid knowledge on various business and finance courses.

WORK EXPERIENCE

Sportion (Armenia)
2022-Present

Senior Reconciliation Agent (2025)

Checking daily reports with other departments & third parties.

Communicating with team members, other departments, & third parties.

Manage the work flow under the supervision of the leaders and managers

Preparing commission reports on a monthly basis.

Final review and confirmation of reconciliation results.

Reconciliation Analyst (2022)

Create daily reports based on payment department data

Communicating with other departments.

Lead coordination & communication of reconciliation results

Fahed Supervalve(Leb)
2015-2021
2013-2016

Purchasing & data department
Cahier and Customer Service

Mangassarian
Engineering
Office(Leb)
2010-2011

Getting adequate training in accounting daily transactions

SKILLS

Computer skills

Customer service & communication skills.

Interpersonal skills.

LANGUAGES

Proficient in reading, writing, & speaking English, Armenian, & Arabic