

Personal Resume

Patil-Nancy Garbis Khatcherian

Objectives: I am seeking to become a member of serious and reputable firm or organization where I would be able to produce, develop my skills and build a career.

Contact Information:

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Education:

12th of Dec. 2015: Master of Business Administration; Concentration: Management, at Sagesse University, Furn Chebak
2007: BA in Banking & Finance, Lebanese International University (LIU), Mousaitbeh
2003: Bacc II Life Science, Armenian Evangelical Secondary School Shamlian-Tatikian, Bourj Hamoud

Professional Working Experience:

10th of October 2016- till present: Custom Clearing Agent at ELC Transport Company

Receive the necessary (original) documents from the client, including the Delivery Order, invoice and the packing list.

Check the documents and ask for any other specific documents from the client whenever necessary.

Prepare the temporary documents (specially for pharmaceutical companies)

Prepare Bayans for MOH Inspection, and whenever gets the approval finalize the Bayan. Including other administrative tasks.

October 2010- 30th of August 2016: Administrative Officer, provide assistance & support to medical director at ETS. F.A. Kettaneh S.A.

Maintains customer confidence and satisfaction

Prepare formal tenders, offers and quotations

Inventory control with the store manager

Placing Orders with suppliers either foreign or local

Provide advice and assistance and early warning to sales managers

Support for sales team/technical team

Prepare invoices, credit notes and payment requests

Follow up receivables with customers, sending statement of accounts

Accounting entries (FJ) and other administrative tasks

June 2009-October 2010: Sales Co-ordinator at CODE Groupe Offshore S.A.L

Key delivery order and invoices Update on-approval delivery order (i.e. goods taken by customers for trial)

Debt collection Update outstanding purchase order Update daily sales records, customers' sales records and price

Change information Update sales orders Follow up on the outstanding invoice Preparing quotation, proforma invoices for customers Attend to call-in customer enquiries and walk-in customers

Update changes in customer information Update stock level and advise the respective product manager on replenishment of stock.

July 2007-Nov.2008: Purchaser of raw materials at Artimoda (Leather Good Accessories), Dora-Highway

Establishing business relations with suppliers in China, Spain, Korea, Germany, Italy, and locally in Lebanon

Following- up shipping and clearing procedures with relevant parties

Entering invoices in the system, stock control, and tracking transfers between different warehouses

Performing general daily secretarial tasks: telephone, faxes, correspondence, filing, etc.

2003- June 2007: Sales and cashier at store ABC Ashrafieh.

Languages:

Armenian, Arabic, and English: Fluent oral and written

Skills:

Excellent communication skills and a positive attitude

Can work under pressure and deadlines

MS office skills, particularly PowerPoint, Word, Outlook, and Excel

References:

Available upon request.