

ANAHID EKMEKJIAN



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OBJECTIVE.....

Dynamic person with a creative mind. Motivated by achievement, highly adaptable to different work cultures. Looking for a job in marketing/ advertising/ graphic design, where I can put my skills for the benefit of others and acquire new ones in the process.

KEY QUALITIES.....

- Critical Thinking
- Communication
- Originality
- Realistic
- Detail Oriented
- Flexible
- Active Listener
- Enthusiastic
- Stress Tolerance
- Artistic
- Creative
- Initiative
- Optimistic
- Fast Learner

LANGUAGES.....

- Armenian [Native]
- English [Fluent]
- Arabic [Fluent]
- French [Basic]

COMPUTER SKILLS.....

- Photoshop
- InDesign
- Illustrator
- Office Word
- Office Excel
- Office Power Point
- Paperbricks Program
- KARL [Bookwitty Seller System]

HOBBIES.....

- Painting
- Drawing
- Biking
- Movies
- Reading
- Photography
- Visual Art
- Digital Art

WORK EXPERIENCE.....

Bookwitty/ Keeward Group

2016 - 2018 Book Buyer

- Managed accounts of suppliers
- Suggested ideas to optimize our system and reported bugs
- Monitored the book sales, reviews on our online platforms and delivered daily reports
- Raised Claims for all the damages and shortages to the publishers
- Found the right suppliers to the requested titles
- Maintained regular follow-up on distribution activities and resolved latencies
- Monitored all Purchase orders and Customer Orders
- Assisted and advised both Customer Service & Editorial teams with their queries about a certain title/issue

ArtiModa- Fashion Accesories

2016 Client Executive

- Managed Fashion Brands' Accounts such as Balmain, Olivine Gabbro New York, Marzook, Ethan K, Aevha London etc.
- Lead clients in development of new fashion product designs
- Monitored the product manufacturement
- Generated proformas and invoices
- Managed quality control of the manufactured items

September M&C SAATCHI MENA

2015 Internship- Client Executive Assistant

- Provided research for the banking industry in Beirut
- Undertook pop research to study the preferences of Lebanese regarding specific local banks
- Helped research and proof for tourism campaigns in MENA

Librairie Internationale

2014- 2016 Bookstore Assistant Manager

- Assisted customers with purchases
- Handled the reception/returns of books
- Maintained daily records of items received and returned
- Managed displays of all the books
- Assisted with the relocation of stock
- Maintained bookstore stock inventory control records
- Handled suppliers and customers transactions on Paperbricks sales program

2015- Self Employed

Present Freelance Graphic Designer

EDUCATION.....

2016 Haigazian University

- BA in Business Administration emphasis in Advertising and Communication

PROFESSIONAL TRAININGS.....

2015 - 2016 Haigazian University CCE

- Certificate of "Effective Leadership"
- Certificate of "Emotional Intelligence"
- Certificate of "Social Media and You"
- Certificate of "Communication Skills"
- Certificate of "Planning Events"
- Certificate of "Stress and Time Management"