

## CONTACT

### Address:

Bourj Hammoud, Lebanon

### Mobile:

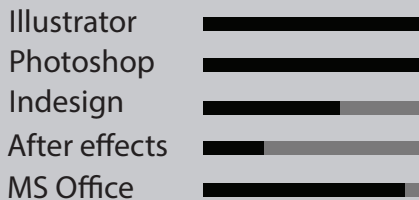
+96170634674

### Email:

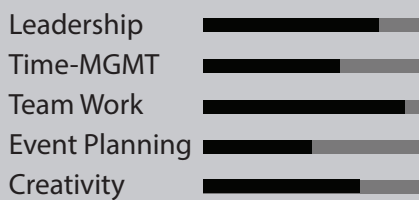
rbabeyan@gmail.com

## SKILLS

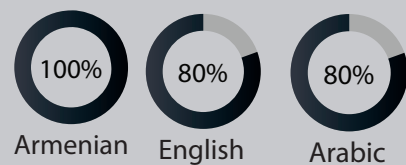
### Technical Skills:



### Soft Skills:



## LANGUAGES



## TRAININGS

- First Aid - Lebanese Red Cross
- Start-up Training - Management Mix

## HOBBIES & INTERESTS



# ROUPEN BABIAN

## EXPERIENCE

### Computer Operator

September 2018 - Present

### Malik's Bookshop

- Follow up with clients for their orders using Photoshop, Illustrator and in design.
- Liaise with supervisor and follow up for orders from customers.
- Closely follow-up with walk in and online clients and cater their needs.

### Intern

June 2018 - July 2018

### Netizency Dubai

- Designed and edited social media posts for different brands
- Assisted in creating new design concepts and GIFs
- Supported the Head of Digital Content Department in recurring projects while liaising with different team members

### Intern

February 2018 - March 2018

### RET Liban

- Assisted the country director in assigned administrative duties
- Maintained hard copy filing system
- Updated and kept an organized database

### Administrative Supervisor Assistant

August 2015 - October 2016

### Karim Trading - Fahed Group

- Produced "Goody" Catalogue's content and design
- Served as a liaison between merchandisers and drivers
- Coordinated with the company's drivers to ensure the smooth running of our services

### Cashier

October 2014 - January 2015

### Fahed Supermarket

- Handled cash, credit, and check transactions with customers
- Catered customers' needs and ensured the overall satisfaction
- Dealt with customers' complaints

### Waiter

October 2013 - February 2014

### Waterlemon

- Greeted guests in a professional manner
- Provided great customer service by accommodating customers' needs
- Communicated order details to the kitchen staff

## EDUCATION

Lebanese International University

### B.A: Graphic Design

October 2017 - Present

Lebanese University

### B.A: Fine Arts

October 2016 - May 2017

Haigazian University

### B.S: Business

### Emphasis: Management Information System

October 2016 - May 2017

## EXTRA-CURRICULAR ACTIVITIES

Scouts of Homenetmen Bourj Hamoud  
Scout Leader

October 1997 - Present

Summer Camp  
Group Leader

July 2017 - August 2017

L & S Hagopian Armenian College  
Student Council Representative

October 2011 - June 2013