

Elie Kahawaty

Business management and Entrepreneurship

I- Personal Information:

Address: Jounieh, Lebanon

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II- Education

July 2023 **Holy Spirit University of kaslik (USEK), Lebanon**

Bachelor's in Business administration

Major: Management and Entrepreneurship

III- Professional Experience

- January 2025 – May 2025 – **Sales representative, Mamas and Papas**
(Location: Dbayeh)
 - ✓ Exceeded monthly sales targets, customer satisfaction excellence, cross-selling and upselling success, inventory management, trained new hires, store display optimization, handled high-volume sales periods, increased loyalty program signups, handled content creation and editing 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**

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- ✓ 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.

IV- Languages

- Arabic : Native
- English : Excellent

VI- Technical Skills

- Google Workspace (Docs, Sheets, Slides, Drive, etc.)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Brains Software
- Microsoft Dynamics

VII- Volunteer work:

- January 2025 – Present **YASA For Road Safety**
 - ✓ Supported pothole documentation and repair, lighting maintenance, future infrastructure projects and driving awareness campaigns.