Elie Khoury

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| Objective | My objective is to obtain a challenging administrative position that provides professional growth and career development. |
| Experience | May/10-till present Exotica, Ashrafieh   * Cashier/ Assistant manager * Answering customer’s questions, resolving problems, provide customers with quotations. * Handling web orders, phone orders * Handling accounting responsibilities. * Responsible of the store’s inventory and handling the cash register * Daily Follow up on all customer’s orders * Insure all customer’s satisfaction   May/08-April/10 Patchi, Beirut   * Cashier * Manage the shifts and staff schedules * Responsible of the store’s inventory and handling the cash register * Daily Follow up on all customer’s orders * Insure all customer’s satisfaction   July/06-april/08 StarBucks Coffee   * Shift Supervisor * Increased sales by 30% * Manage the shifts and staff schedules. * Responsible of the store’s inventory and handling the cash register. * Daily Follow up on all customers orders |
| Education | 2001-2006 Lebanese University - Law School Jal el Dib   * Bachelor In LAW   Ecole Sainte Famille jbeil   * Certificate in Human Literature (High School). |
| Interests | Computers, Sports, Chess. |
| Tips | Fluent in Arabic English and French.  Good knowledge Dolphin – Micros – Omega . MS-Office (Word-Excel-PowerPoint). |

Reference Available upon request