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
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| Education | 2001-2006 Lebanese University - Law School Jal el Dib* Bachelor In LAW

Ecole Sainte Famille jbeil* Certificate in Human Literature (High School).
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| 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