

TVEEN HOVIVIAN

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Objectives

To be part of a dynamic corporation with a strong, positive work culture where I can build upon and enhance my academic strengths and acquire new skills with scope for career development.

Education

- **Notre Dame University (NDU), Zouk Mosbeh, Lebanon**

Graduation: June 2012

BBA: Business Administration

Concentration: Hotel Management and Tourism

- **Mont La Salle, Ain Saade, Lebanon**

Graduation: June 2007

Lebanese Baccalaureate

Division: Socio-Economics

Internships/Work Experience

- **UNDP, Beirut Lebanon**

March 2013 – December 2014

Safeguarding and Restoring Lebanon's Woodland Resources Project

Project Assistant

- Responsible for supporting the Project Manager on all administrative and financial tasks.
- Assist in the preparation of relevant procurement documents ensuring all supporting documents are in accordance with UNDP requirements.
- Assist in financial record-keeping and project accounting.
- Assist in the preparation of project progress reports, budget revisions, translating official letters from/to English and/or Arabic.

- **Curves Fitness Center, Beirut, Lebanon**

April 2012 – December 2012

Assistant Manager

- Assist in maximizing membership as well as achieving monthly sales target.
- Ensure the systematic flow of work and operations.
- Assist in efficient supervision and administration of staff concerns.
- Supervise staff and ensure to attain highest possible levels of customer service and productivity.

- **Nakhal and Cie, Beirut, Lebanon**

January 2012 – April 2012

Trainee: Costa Cruises Department

- Converse with customer to determine destination, mode of transportation, travel dates, financial consideration etc.

- Telia Alfa Authorized Distributor, Beirut, Lebanon** **May 2010 – December 2011**
 Assistant Manager
 - Report staff hours to the payroll department and respond to inquiries.
 - Assist the manager with duties and tasks as required.
 - Prepare contracts and orders

- Rafic Hariri International Airport, Beirut, Lebanon** **September 2011**
 Volunteering at the meeting of states parties to the UN Convention on Cluster Munitions
 - Meet and Assist guest in the airport.

- Palm Beach Hotel, Beirut Lebanon** **April 2009 – October 2009**
 Housekeeping Supervisor
 - Assign employees to their duties and inspect work for conformance to prescribed standards of cleanliness.
 - Investigate complaints regarding housekeeping service and equipment, and take corrective action.
 - Manage Inventories stock to ensure adequate supplies.

- UNDP , Beirut Lebanon** **June 2008 – September 2008**
 Internship
 - Assistant in data entry
 - Comprehensive cost benefit analysis

- Private Tutoring** **October 2007 – June 2012**

Skills

- Languages: English, Arabic, Armenian, French spoken, written and read fluently.
German (A1 Level).
- Computer: Microsoft Office, SPSS, Fidelio, Squirrel, Atlas.

Personal Information

Date of Birth: 20 October, 1987
 Nationality: Lebanese and Armenian
 Marital Status: Single

Hobbies

Travelling and Photography

Recommendation

Available upon request

