

Curriculum Vitae

Name: Patil Bezdjian

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Address: Beirut- Lebanon

Phone Number: 70-267151

Nationality: Lebanese

Education

- 2015-2016 BA in progress Arab Open University in Business Management (to be obtained in 2017)
- 2013 Official exams Bacc. II "Sociology-Economics" Armenian evangelical Shamlan-Tatkian secondary school

Work Experience

- **June 2013- May 2015, Secretary at Droit-Fil company**

Duties:

- Meeting account handlers to discuss the business objectives and requirements of the job;
- Interpreting the client's business needs and developing a concept to suit their purpose;
- Operator (answering and receiving phone calls)
- Organizing the office and any filing system.
- Preparing invoices, data entries, payment and receipt vouchers.

- **June 2010 till 2012 Accountant/Secretary at AZIG Couture**

Duties:

- Operator (answering and receiving phone calls)
- Receiving messages and scheduling appointments
- Typing different forms of letters
- Organizing the office and any filing system
- Managing the production line
- Receiving and ordering needed raw materials
- Direct contact, buying and selling, getting orders of customers
- Preparing invoices, data entries, payment and receipt vouchers, final year balances, updated supplier and client balances...

- **June 2015 till March 2016 Administrative/Personal Assistant at VRESSO**

Duties:

1. Provide administrative support to ensure that municipal operations are maintained in an effective, up to date and accurate manner Main Activities:
 - Type correspondence, reports and other documents
 - Maintain office files
 - Open and distribute the mail
 - Take minutes at meetings
 - Distribute minutes
 - Coordinate repairs to office equipment

2. Provide support to Council to ensure that Council is provided with the resources to make effective decisions Main Activities:
 - Maintain confidential records and files
 - Maintain records of decisions
 - Arrange for payment of honorariums
 - Research and assist with the preparation of motions, policies and procedures
 - Review and edit reports to the Board
 - Prepare correspondence for Board members
 - Prepare documents and reports on the computer
 - Schedule Board meetings
 - Prepare agendas for Board meeting
 - Prepare packages for Board meetings
 - Attend board meetings
 - Record minutes and submit minutes for approval
3. Provide receptionist services Main Activities:
 - Greet and assist visitors
 - Answer phones
 - Direct calls and respond to inquiries
4. Perform other related duties as required

- **Skills**
- Excellent communication skills
- Responsible and hard worker,
- Team spirit.
- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate spreadsheet and word processing programs
- Stress management skills
- Time management skills
- Ability to speak the local language

Languages

- Armenian : Written, Spoken, Understood
- Arabic : Written, Spoken, Understood
- English : Written, Spoken, Understood
- French : Written, Spoken, Understood

Hobbies

Member of Dance club (Sipan Dance group for the consecutive 8 years till present)
Reading, sports, cooking.

References

Available upon request.