

Curriculum Vitae

Eliane Boutros Obeid

PERSONAL INFORMATION :

Nationality : Lebanese & Brazilian
Marital Status : Single
Place and date of birth : Lebanon 28 July 1991
Phone : 00961 71-795691
Address : Lebanon, Jbeil, Halate, St. Jean Street, Obeid's building, first floor
E-mail : eliane_ob@live.com

EDUCATION:

May 2016: Itec degree in makeup
(VIBA academy- Jal dib)

2009-2012: BBA degree in Business management
AUL (Kaslik)

2009: Lebanese official Baccll (Economics & Sociology)
Ghazir Official School

WORK EXPERIENCE:

- December 2015 till February 2017: Purchasing assistant
Solid group for contracting and engineering
Tasks: Follow up site orders, getting quotations for supply products and hand working BOQ. Issue a comparative table and purchase order, assist for a budget in a new project and respect the budget while issuing purchases order and quoting.
- August 2012 till August 2015 : General administrative and cost control
Tonic international – Jounieh, Lebanon
Tasks: cost control and purchasing officer for a mini market "Deli-k" and two pubs "Tonic" "Mr. Boston" located in Jounieh area.
Administrative work, food and beverage order, suppliers' contacts and follow up, high knowledge in alcohol and spirits, check business email, menus follow up, recipes entry and check, end of month cost report, employee's payroll, HR tasks (employees attendance, annual leave, NSSF papers and record filing), daily data entry,

- 9 May 2011 till 1 august 2012 : Contractual employee

Blom Bank S.A.L

Tasks: charged for selling BLOM mutual fund and bank assurance in regional branches, branches rotation, attract new potential people and offer them information about the product, high knowledge in the duties of the customer service officer

- 16 July 2010 till 01 Feb. 2011 : Front Office Agent

Century park hotel - Kaslik

Tasks: room reservations, customer care, check in, check out and cash deposit

- 16 October 2009 till 16 July 2010: Receptionist at Byblos Palace Hotel

Mastita high-way

- 2008-2009: Hostess in 'Perfection Hostess Agency' (wedding planning & organization)

Al koura-Lebanon

COMPUTER SKILLS:

Software: Megatron, ACE, Matrix, PMS, Microsoft office, Internet

LANGUAGES:

Writing, speaking and reading: Arabic, English, French.

REFERENCE:

Available upon request