

Elie Jean Chawich

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Personal Profile

- Date & Place of Birth : 11/3/1997
- Sex : Male
- Nationality : Lebanese
- Marital Status : Single
- Address : Rue St Elias Near Mini Market Kehdy, Dekwaneh, Beirut-Lebanon

Objective

- My main objective is to build up my career in an organization where I can utilize my strong academic background to gain more experience, see a progress in my career, and a potential for advancement. I am currently seeking a position in an institution/organization where I can develop my skills and capacities.

Education

- **2015-2016 still 1st year in Business Management** – at Faculty Of Economic Sciences And Business Administration – Karm El Zaytoun - Beirut-Lebanon.
- **2014-2015 - Bacc 2-Sociology and Economics (SE)** – College Des Soeurs Carmelites – Fanar -Beirut-Lebanon

Work Experience

- 2013-2016 : Waiter at Catering house, Carre sucre , Fakra and Mont-Blanc Catering
- 2015 : Salesman at Cotton Market , Jisr El Bacha

- 2016-2017 : Cashier At Gamezone, Dekwaneh ,Beirut, Lebanon

Functions and Responsibilities:

- Received , registered, dispatched all incoming and outgoing correspondence such as faxes, mails, and emails.
- Coordinated and organized meetings.
- Improved managerial skills.
- Performed excellent interaction with clients.

Computer Skills

- Microsoft O.S (Windows 98, 2000, XP and Vista).
- MS Office 2003-07 (**Excel, Word, PowerPoint** and **Access**).
- Internet Technology.

Languages

English , French , Arabic

Reference

Available upon request.