

Elie Chaaya

Administrative Assistant

✉ Elie.chaaya57@gmail.com

📍 Mkalles, Beirut

📅 Date of birth 14/05/1995

🏠 Lebanese

🚗 Personal vehicle

📞 +961 76 153 532

👤 Single

Ambitious manager seeking a full-time administrative assistant position where i can maximize my management experience.

Education

From 1998 to 2013 **Baccalaureat Libanais**
Antonine sisters school Dekwaneh/Roumieh

From 2013 to 2017 **Business Management**
Sagesse University Forn el chebbak
3.20 GPA

Work experience

From June 2018 to October 2018 **Business developer**
Kitchen Confidential Achrafieh
Develop a gluten free and organic restaurant in order to expend locally and internationally.

Since 2013 **Team Leader**
Breakfast&co. Achrafieh
Leading a group of staff and managing restaurant tasks in order to give an exceptional experience for our customers.

From January 2018 to May 2018 **Financial consultant**
Allianz SNA Aïn Saadé, Lebanon
Selling insurance policies by using a professional communication and negotiation skills.

A Languages

English

Arabic

French

Skills

data analysis

computer literacy

conflict resolution

time management

communication skills

leadership

teamwork

Quick learner

impeccable organizational skills