**Elie Al**

[Elie-394825@2freemail.com](mailto:Elie-394825@2freemail.com)

**Address:**, Marital Status: Single

Jebal Ali, Nationality: Lebanese   
Dubai, UAE Date of Birth: 01/01/1992

**Objective:**

Seeking a position where I can implement my expertise as well as my required education in finance and management.

**Education:**  
2009-2013 Bachelor’s degree in Business Administration

Holly Spirit University of Kaslik  
Major: Finance  
  
**Experience:**

April 2015 – Present Section Managerfresh food department,  
 Dubai  
 Responsibilities:

* + - * Having full responsibility of the team and on the section.
      * Double checking all products getting in fresh from manufacturing and received.
      * Checking expiry date for the sensitive items because we are dealing with food.
      * Anticipate and make orders
      * Control the team and make training for them to have an idea with what they are dealing.
      * Customer satisfaction.
      * Increase the sales.
      * Reduce the waste.
      * Weekly schedule for the team and yearly leave plan.
      * Analyze the result and work on the weakness point.
      * Achieve the budget every month.
      * Make inventory every week.
      * Take good prices from suppliers.
      * Meet with suppliers.
      * Create new idea to attract the customer.
      * No timing for our duty.
      * Be ready all day with a full display.
      * Customer service and complains.

January 2015– March 2015 Warehouse keeper  
  
Responsibilities:

* + - * Having full responsibility of all ins and outs of the stock in the warehouse
      * Double checking all products getting in fresh from manufacturing and received in at the warehouse
      * Receiving and sending out products in large amounts
      * Crossing off the quantity and type of product on a check list.

November 2014–Dec 2014 Support services assistant  
  
Responsibilities:

* Logistics
* Procurement
* Contact suppliers
* Filing
* Purchasing office supplies

April 2013-August 2014 Chief accountant  
  
Responsibilities:

* Accounting

February 2011 - April 2013“Wooden bakery”, Sales supervisor  
Zahle, Bekaa  
Responsibilities:

* Supervising the different salesmen.
* Solving all salesmen issues.
* Customer service and complains.
* Responsible for the daily cash flow.

April 2009 – February 2011 Salesman

Responsibilities:

* Salesman indoor.

February 2009 – April 2009 (3 months mission), sales and accounting

Responsibilities:

* Sales indoor.
* Accounting.

**Internships:**

September 2011 – Oct 2011 Internship, “BLC bank”

Chtaura, Bekaa

Responsibilities:

* Transactions between clients and the bank.

**Skills, Abilities, and Certifications:**

* Social skills and competences:Communication skills, I have learned different communication approaches of different cultures, due to my interaction with different types of people, from colleagues to customers and suppliers
* Language skills: Reads, Speaks and writes fluently English, French and Arabic.
* Microsoft: Word, Excel, and PowerPoint.

**References:**Available upon request.