**Rina Hagop Kouyoumdjian**

Ashrafieh – Beirut – Lebanon

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**Profile**

A young, dynamic and self-motivated Business Administration in Banking and Finance graduate, with a continuous learning process spirit and excellent inter-personal relationships, seeker of high targets and tasks.

**Objective**

Develop knowledge with a multinational company, to gain international and multi-cultural experience, and build a long term career.

**Education**

BA (Business Administration) in Banking and Finance

American University of Science and Technology- Beirut- Lebanon

**Experience**

**May 2003 till July 2004**

**Fattal** through to Elie attallah agency.

* **Sales:** indoor market sales on fatal products.

**July 2004- Septembre 2006**

**(MCA) Marketing Chady Achkar**

* **Sales manager and PA (PERSONAL ASSIST)**

Responsibilities handled:

* Balance sheet
* Statement of income
* Statement of changes in partners’ equity
* Statement of cash flow
* Notes to the financial statement
* Management letter

**September 2006 till June 2008**

**Jeans Couture (ABC Ashrafieh)**

* **Manager**

 - Sales, display & stock manager.

**June 2008 till June 2009**

**Bedago Silverware (Industrial area, Bauchrieh**

* **Assistant Finance Manager; office coordinating.**
* P&L and balance sheet preparation.
* Bills control, follow up and settlement.
* General expenses.
* Receivables.
* Filling, answering phones and replying Emails & all other office works.

**July 2009 till September 2010**

**NTT (Need to Talk) media Communication**

* **Project Manager of a Magazine (Order in) Delivery menu guide.**
* Preparing meetings with the clients, training the sales team,, handling all the closing and invoices.
* Follow up with the clients, strong Communication and PR with almost each and every Chain in Food and Beverage in Lebanon; from Companies, Agencies, Restaurants, Syndicates…
* Preparing Media Kits, closing Deals, Collections.
* Managing Printing Details & Distribution Techniques.

**October 15 2010 till Present**

 **Consult plus (Via Express)**

* **Direct Marketing & Mailing Coordinator, Accountant.**
* Collection of Bills and closing Accounts.
* Trained on EDM accounting & stock software and handling all the accounting and auditing tasks since June 2014.
* Follow up & coordinating the Working Team.
* Handling Meetings with Clients in the Direct Marketing Field and Closing Deals with Banks (Fransabank, Bankmed & Audi), events ; Solidere, Hospitality services (Horeca, Beirut Cooking festival, Whisky Live day…), LFA.

**Additional information**

- IT skills: Microsoft word, excel and power point, EDM Acc. Software.

- Very good command of English, Armenian and Arabic languages.

**Personal information**

Nationality: Lebanese

Birth date: June, 1985

Gender: Female

Marital status: Single

Dependants: None

**References**

Available Upon Request.

***Thank You***