

# 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

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Arabic

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French

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## Skills

data analysis

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computer  
literacy

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conflict  
resolution

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time  
management

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communication  
skills

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leadership

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teamwork

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Quick learner

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impeccable  
organizational  
skills

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