

Curriculum Vitae

Krystel Achkar El Chabb



From Beit Chabab Lebanon



Hboub- Jbeil



27th of November 1982



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Graduated on July 2004 from USJ Mar Roukoz
License in Advertising & Marketing

Studied at Notre Dame de la Delivrande Araya
Bachelor in Philosophy- Promo 2000

Manipulate the following programs:

- Microsoft Office: Word- Excel- Power point- Access- Outlook
- Software: Visual Dolphin- PIMs- Sales Force
- Design Programs: Photoshop- Flash- 3D Studio- Quark Express

Communicate in:
Arabic- French- English- Spanish (beginner)

Career

Apr 2012 till date Bcom Offshore Karantina

Pre-Sales & Admin Coordinator

- Generate quotes and purchase orders for services and equipment along with the correspondent costing
- Create item codes and Cost center
- Issue invoices as per payment terms
- Handle shipping of goods and prepare commercial invoice, packing list and Pre-shipment inspection
- Review, complete and approve Pre-mission budget and Expense reports related to the missions
- Manage Attendance, Annual Leave and insurance
- Coordinate & organize tasks with all departments
- Control & update sales reports
- Prepare manuals for rules & procedures

Sep 2010 till Dec 2011 Prodent Korniche

El Naher Purchasing

- Handling purchasing tasks, coordinating with local and international suppliers to place orders, follow up of shipment and clearance. Organization of the items on the system, grouping, pricing, preparation of reports, working on reconciliation in order to adjust payments and update statement of account.

Jan 2007- Dec 2009 Projacs Korniche El Mazraa

Accounting & Administration (Office management)

- Accounting: Office Expenses, Salaries Payment, Reconciliation, Collection, invoicing
- Administration: Office Management, Document Control, Coordination with Clients and coworkers abroad concerning Monthly and weekly reports related to HR, accounting and training)
- Organization of in house and public training sessions
- Prepared and assisted to yearly AUB Job Fair

Training

➤ **Apr- Jul 2006 Centre Sportif Jamhour** **Accounting & Administration**

- Accounting: Management of membership's payments & maintenance fees, holiday camp, and payroll.
- Administrative: In house application, preparation of letters and reports, and management of stock.

➤ **May- Aug 2005 Fresh & Healthy Clémenceau,** **Marketing & Sales Department**

- "Fresh & Healthy" retails an important range of organic vegetarian products. I was familiar with stock cards, daily orders, markets, exhibitions (Al Sayfi, Garden Show, Horeca) & conception of F&H magazine.

➤ **Jul- Sep 2004 Destinations of the world Sin El Fil** **Sales Department**

- "Destinations of the World", is a leading of wholesale reservation company worldwide. We visited customer to provide them with our system at travel agencies and train them to do booking for customers.

➤ **Jul- Sep 2003 Joseph B. Amatoury Sin El Fil** **Marketing Assistant**

- Training in different areas of the marketing department that deal with merchandising, familiarity with conceptualizing and implementing promotional ideas. Participating in promotional campaigns and conducted consumer questionnaires, in addition to focus group statistical studies for product testing & feedback

➤ **Jul- Sep 2002 Khalil Fattal & Fils (KFF) Sin El Fil** **Administrative Support**

- Handled the collection unit
- Performed administrative skills

- ✓ Qualified as well organized, cooperative, motivated, perseverant and ambitious
- ✓ Looking to benefit from a new experience and to succeed a new challenge
- ✓ Welling to use my experience and put my efforts to improve and innovate as much as possible the organization I am working with for a fruitful and successful future