

# Valentina Baboukjian

## CONTACT

**Address:**  
Elyssar, Metn

**Phone:**  
+961 71354179

**Email:**  
[v.pamboukjian@gmail.com](mailto:v.pamboukjian@gmail.com)

## LANGUAGES

Arabic– Fluent

English – Fluent

Armenian – Fluent

French- Fair

## OBJECTIVE

To obtain a moderate level position, where I can contribute positively given my education and skills, with the ability to build an effective team in order to achieve customer satisfaction.

## WORK EXPERIENCE

2015 - 2017  
Customer Service Representative and Procurement Clerk, Photo Video Center

Responsibilities:

- Photographer and sales representative
- Purchasing assistant to schedule item deliveries
- Data entry internship

2014 – 2015  
Customer Service Manager and Procurement Clerk, Grand Optical

Responsibilities:

- Managed the inventory of the shop
- Purchasing assistant to discuss item shortages
- Operated as a salesperson

2013 – 2014  
Customer Service Representative, Houdoum

Responsibilities:

- Full time salesperson for men's clothing shop

## EDUCATION

2014 - 2018  
Bachelors Degree in Business Administration, Haigazian University

## ADDITIONAL SKILLS

Software Knowledge: Microsoft Office Access, Excel, Word, PowerPoint, Adobe Photoshop.

Statistical operation: SPSS.

Interpersonal Skills: Active Listening, Patience, Motivation, Responsibility, Flexibility, Management, Teamwork.

Customer Service, Data Entry.

## REFERENCES

References available on request