



André Khachatourian

TRADER & ACCOUNT
MANAGER

WORK EXPERIENCE

BUSINESS SUPPORT & FINANCE COORDINATOR

Clearview Group, Dubai, UAE
April 2020 - Present

- **International Trading of various Goods:** Overseeing financial aspects of sales such as Letter of Credits, Bank Documentation and Payment Terms. Managing accounts and applying for credit insurance, negotiation and clarifications with Bank Relationship Managers.
- **Accounting & Auditing:** Bookkeeping for In house and client companies. Ensuring that the Audit reports and proposals presented for review meet anticipated expectations. VAT submission to authorities.
- **Relationship management:** Managing strategic relations with clients, Government bodies, service providers and financial Institutions,
- **Real estate support:** First point of contact for all clients about any type of real estate purchase, transfer, or cancellation.
- **Corporate Set Up:** Management of multiple companies with an in-depth understanding of UAE company formation laws and regulations.
- **Documentation:** Drafting, managing, monitoring and updating Invoices and legal documents.
- **HR Support:** Managing and overseeing PRO duties, including immigration/visa requirements, new applications, company and personal. Monthly drafting of the company's payroll by including expenses and new charges.

PHARMACEUTICAL TRADER

International Pharma Trade LLC, Dubai, UAE
April 2019 - March 2020

- **International Trading of Pharmaceutical raw material:** managing the procurement and sales of pharmaceutical active materials, from production facilities to pharmaceutical companies.
- **Dealing and relationship:** Cultivated and maintained strong relationships with both suppliers and clients, adeptly negotiating prices and managing costs.
- **Documentation:** Drafting, managing, monitoring and updating Invoices, shipping documents and legal documents.
- **Logistic Manager:** Responsible for overseeing purchases, shipments, and operations in relation to supply chain management.

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PROFILE

Spirited executive with 8 years experience as a pharmaceutical trader, Account Manager and Business support, seeking to leverage his solid organizational skills, leadership and lean management skills to add immediate value to the business and it's team.

LANGUAGES

Italian



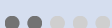
English



Germany



Spanish



SKILLS

- Flexibility
- Resilience
- Cooperative person
- Critical thinking
- Dedication

SALES & ACCOUNT MANAGER

Alpex Pharma SA, Lugano, Switzerland
July 2018 to April 2019

- Logistic Manager: Responsible for overseeing purchases, shipments, and operations in relation to supply chain management.
- Supply Chain Manager: in charge of keeping track and updating inventory. Review of operational performance and issues that arise with vendors or suppliers, ensuring all quality standards to stay high throughout each operation, including shipping.
- Documentation: Drafting, managing, monitoring and updating Invoices and legal documents.

ASSISTANT HR MANAGER

Alpex Pharma SA, Lugano, Switzerland
June 2017 to July 2018

- HR Support: Managing and overseeing PRO duties, including immigration/visa/work permit requirements, new applications, renewals and cancellations.
- Company Payroll: Monthly drafting of the company's payroll by including expenses, new charges and hourly staffing for an average of 100 employees.
- Talent acquisition: Drafting roles on different platforms, being the first point of contact, shortlisting emails and candidates with the Hiring Team and maintaining communications until final decisions are made. Managing external Recruitment companies.
- Company Insurance: Maintaining communication with the health insurance companies for employe requirements.

BRANCH MANAGER - PART TIME ROLE

Morandi Tour SA, Lugano, Switzerland
January 2017 to August 2017

- Execute and manage the overall sales process and establish strategy for profitability and revenue growth in assigned market territory.
- Provide vision, strategy, tactics and leadership to manage store and field teams to accelerate sales and profitable revenue growth.
- Managed portfolio of Middle Market clients and prospects to sell and implement treasury management products.

EDUCATION HISTORY

Bachelors Degree in Finance (2018)

Lugano Business School, Switzerland

Degree in Commerce (2014)

Lugano commercial School, Switzerland