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Lianna Stepanyan

I was born in 25.02.1977

EDUCATION

1983-1993	Secondary school of v.Aramus,
1984-1991	Musician school, “Piano course”
1992-1993	Tenekejyan College “English courses”
1993-1998	University of “Hrachia Acharyan”, the faculty of “International Law”
2011-2012	“Stage 7” Artistic Studio

WORK EXPERIENCE

2008- at present “Brabion Flora Service”
As a commercial/purchase/import manager

- Handle general administrative duties, such as filing, faxing, copying and mailing
- Organize mailing of daily newsletters
- Search various products, negotiate with suppliers through the telephone and emails
- Import goods from abroad and overseas countries.
- Negotiating documented agreements for the delivery and management of products and commodities.
- Arrange transport and ensure items are shipped by the most expedient and cost-effective methods.
- Making sure that the products and commodities arrive within the given time.
- Control shipping documentation, agreements
- Control the operation of importing
- Organizing direction meetings with suppliers in abroad

2006-2008 “Armen-Hamik Eghbairner” JV Co.Ltd.
As a manager – translator

- Answer phones, handle general administrative duties, such as filing, faxing copying and mailing
- Organize mailing of daily newsletters
- Search various products, negotiate with suppliers, buyers
- Organizing direction meetings with suppliers in abroad

LANGUAGES:

Armenian (ex.)

Russian (ex.)

English (ex.)

COMPUTER LITERACY: MS WORD/EXCEL, I-NET

HOBBY: Reading, Playing piano, Dancing, Sport