

Elen GRIGORYAN

Address 17 Qanaqer-Hek dist., #48, Yerevan, Armenia
E-Mail elen.grigoryan@gmail.com
Date of birth 23 April, 1987
Marital status Married

Profile Experienced professional in business promotion, trade finance, marketing

Education

2010 **Master's degree with honors**
French University in Armenia
“Trade & Marketing”
Master's degree mention ASSEZ BIEN
University Jean-Moulin Lyon 3, Lyon, France
“La Master Droit, Economie, Gestion mention Marketing et Vente”

2008 **Bachelor's degree with honors**
French University in Armenia
“Economics and Trade”
Bachelor's degree mention BIEN
University Jean-Moulin Lyon 3, Lyon, France
“Le baccalauréat Droit, Economie, Gestion mention Economie et Commerce”

2004 School # 27, Yerevan (**with honors**)

Professional Experience

January 2012 - present **Independent Contractor at ISO Translations Company**

- Business translations in French-English, English-French, Russian-English, Russian-French language combinations

December 2010 - present **Trade finance specialist at “HSBC Bank Armenia” CJSC**

- Import-Export financing under Trade products, such as Documentary credits, Standby DCs, Guarantees, Documentary Collections

	<ul style="list-style-type: none"> • Operations specialist (handling any operations related to the above mentioned products (re: issuance, amendment, cancellation, etc.))
February 2009 – present	Vice-president at FILANTROP NGO (on “flexible hours basis”) <ul style="list-style-type: none"> • Event management and planning • Brand promotion
November 09 - December 2010	Customer Service Responsible at “HSBC Bank Armenia” CJSC <ul style="list-style-type: none"> • Handling customer queries re both cash and non-cash banking transactions (all bank services and products included)
October 08 - June 2009	Marketing Responsible at “ARIES Catering Service” LTD <ul style="list-style-type: none"> • Creating Strategic/marketing plan for the future 7 years • Implementation of the above mentioned plan into real actions • Market researches, surveys, analysis • Product/service restructuring (competitive offer) • Segmentation, matrixes
March - April 2008	Marketing specialist at “HYDROKIT” Intl Group, France (on intern basis) <ul style="list-style-type: none"> • Market Research/reporting • Profitability analysis • Web content update • SEO Marketing
December 07 - March 2008	UITE, volunteer participation in creation of the Armenian portal <ul style="list-style-type: none"> • Web researches, analysis • Creation of databases
January 06 - July 2007	Volunteer at “NRANI” NGO, Public Relations Department <ul style="list-style-type: none"> • Event management, planning • Public communication • Budgeting
July - August 2007	Marketing Specialist at “HAMROSCO” Real Estate Company (on intern basis) <ul style="list-style-type: none"> • Armenian real-estate market research (tendency chart of price indexes on lands)

Skills

Computer literate: (Microsoft Word, Excel, Power-Point, Access, Microsoft project Internet Explorer, Corel Draw (basic), Movie Maker, SPHINX, Outlook Express, other softs re current job's responsibilities handling).

Languages: Good Armenian and French (both spoken and written),
Good business English (both spoken and written),
Conversational Russian,
German (starter)

Certifications provided by “International Chamber of Commerce (ICC)”, Paris

January 2012

Mentor 600

The most comprehensive training available in letters of credit and the UCP 600 rules. It is the only ICC-Approved training in this area.

July 2012

DC Master

This is an advanced instruction and training in letter of credit practice. It is designed to enhance the knowledge and skills of experienced documentary credit professionals.

Trainees who complete DC Master qualify for 12 PDUs towards recertification for the Certified Documentary Credit Specialist (CDCS) accreditation offered by BAFT-IFSA and IFS.

INCOTERMS 2012

Trainees who complete Incoterms®Online Training qualify for 6 PDUs towards recertification for the Certified Documentary Credit Specialist (CDCS) accreditation offered by BAFT-IFSA and IFS.

ISP Master

The rules governing the operation of Standby LCs/independent undertakings. It is designed to ensure proficiency in this area of trade finance work.

Trainees who complete ISP Master qualify for 12 PDUs towards recertification for the Certified Documentary Credit Specialist (CDCS) accreditation offered by BAFT-IFSA and IFS.

URDG Master

The rules governing the operation of demand guarantees. It is designed to ensure proficiency in this area of trade finance work.

Trainees who complete URDG Master qualify for 12 PDUs towards recertification for the Certified Documentary Credit Specialist (CDCS) accreditation offered by BAFT-IFSA and IFS.