



CURRICULUM VITAE

Personal Data

Nadine Hassane Yazbek

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UAE driving license available

UAE visa transferable

Date of Birth : 12-08-1977

Nationality : Lebanese

Marital Status : Married

Education

Master's degree: Masters of Business Administration MBA

Lebanese American University

Location: Beirut branch, Lebanon

Completion Date: June 2002

Bachelor's degree / higher diploma: Bachelor of Business Administration

Lebanese American University

Location: Beirut, Lebanon

Completion Date: June 1999

Emphasis on marketing & management

High school or equivalent, BACC II

Saint Joseph des Soeurs Antonines

Location: Zahle, Lebanon

Completion Date: June 1995

Skills

Microsoft Office software: MS Word, Excel, Power Point,
Quantitative Analysis, accounting software (QuickBooks, Equal, Dolphin...)
The Internet, researching, the social media, interpersonal skills

Languages

Arabic: Fluent

English: Fluent

French: Fluent

Italian: Beginner

Objective

Seeking new challenges in a progressive organization that offers opportunities for advancement in order to gain more experience using my analytical and administrative skills and commitment to perform quality work, in addition to building strong team environments and developing open communications

Professional Experience

Creation Kitchen Equipment **الابداع لمعدات المطابخ**

Trade of Heavy duty Kitchen Equipment – On-shore & off-shore oil & gas field services

Abu Dhabi - UAE

www.creation-kitchen.com

December 2005- Present

Administrative Manager

Accounting and Finance:

- Arranging Transfers and L/Cs, loans, debit and credit cards related to business
- Managing inventory & sales turnover & re-ordering

- Auditing and Reviewing all data entries, banks statements, Accounts receivables, Accounts payables and prepare payments
- Preparing and submitting for VAT quarterly
- Maintaining internal control to make sure that accounting records are correct, complete and accurate.
- Review attendance sheets, overtime sheets, employees loans, payroll, annual leave and gratuity
- Reconciling petty cash liquidation
- Reviewing reports and financial statements

Managerial & marketing skills:

- Extensive involvement managing client relationships at all levels, administrative and managerial decision making, communication with suppliers, checking for new suppliers and new products, visiting international trade fairs, ordering, pricing, market follow up.
- Set up goals & plans for short run & long run being incorporated in the business since its establishment in 1995 up to current.
- Coordinating with the general manager & with other departments: estimation, operation, purchasing, accounting & finance, Technical & maintenance, draftsmen drawings department & production workshop to make sure each product and service is delivered to customer with care.
- Procurement: Communicating with manufacturers/suppliers, checking for new suppliers and new products, visiting international trade fairs, comparing product prices vs. quality & specifications, ordering, pricing, market follow up.
- Delegating jobs & daily follow-up of all transactions & employees reports.
- Daily follow-up of clients' enquiries & tenders
- Reviewing sales & estimation department reports & follow up client quotes feedback
- Managing employees efficiency & effectiveness & make sure they make their tasks fully
- Legal & governmental procedures: yearly renewal of trade license, membership in chamber of commerce, employees' visas & labor cards, insurance & any governmental related documents.
- Comparing suppliers, manufacturers & shipping agents offers & make decision on best quality vs. price for both imports & local suppliers
- Decision making concerning recruiting new employees & providing them adequate training
- Over-viewing & updating website, company profile, printed brochures & documents

- Reviewing projects submittals & quotations
- Coordinator of CH-Group (Lebanon, Qatar, Oman, & Abu Dhabi)

Oct 2005 – Dec 2005

Marketing Research & Establishing Procedures

- Studying the market, competition, prospects customers, procurements & purchases, rents, employment
- Legal documentation & Licensing: municipality, ministry of labor, ministry of residence: residency, visas
- Promoting the new business through: Public relation, opening ceremony, emailing, fax & phone marketing

Euromonitor International

Dubai & Bangalore Branches

www.euromonitor.com

October 2012 – January 2016

Consulting Analyst Freelancer

Research analyst freelancer

Research the market for certain commodities

Job included:

- Store audits,
- Collecting data,
- Conducting Trade interviews,
- Writing reports for USDA

Dar Al Ilm Lil Malayin دار العلم للملايين

Publishing House Beirut – Lebanon

<http://malayin.com>

June 2005- September 2005

Marketing officer

- Coordinating with the sales department & the general manager to reach the market needs
- Targeting new clients, keeping current clients & promoting existing & new products
- Prepare statistical reports concerning book sales & turnover
- Updating website with new books
- Market investigation of book display and turnover at local bookshops by regular site visits & checking onsite books availability & shelf display in bookstores, libraries, stationary, & big stores & getting feedback from site personnel on clients remarks & needs
- Organizing & coordinating book fairs participation in different Arab countries throughout the year
- Promoting books in schools by direct contact, site visits, e-mails & letters
- Dealing with international customers, like schools, bookshops, wholesalers
- Expanding sales network by strategic marketing plans for items with low turnover, and new launching plans for news publications.
- Coordination with the sales department
- Marketing research
- Promotion through media: cooperation with local, Arab and Gulf magazines, newspapers and TV shows that deal with books or have a page/ program that discusses new books.
- Contacting Media (TV stations, newspapers & magazines offering them new books to promote, write about & discuss in their talk shows)
- Coordination with international companies (like Hit Entertainment) to promote translated books (like Barney series for kids) in the Arab market

HASSAN BROS S.A.R.L.
Restaurants & Supermarkets Equipment
Zahle – Bekaa Branch, Lebanon

June 2002 - August 2004
Branch Manager

- Managing Staff,
- Projects quotation,
- Sales and Execution,
- Purchasing and placing orders,
- Inventory Control,
- Supervising sales representatives,
- Public relations,
- Personal Selling,
- Coordinating with other branches, the factory and other sister companies,
- Dealing with suppliers,
- International Correspondence and
- Representation of the company in international fairs for participating or procurement

August 1999 - June 2002
Assistant to General Manager

Assisting the general manager in all aspects from secretarial work to decision making

Getting the needed training in different departments:

- Sales: preparing quotations, direct sales, showroom-in-charge, site visits, follow-up clients needs & enquiries
- Accounting: Computer software, inventory turnover, payables & receivables, collecting old debts, bank statements, opening LCs
- Purchasing: communication with suppliers, checking for new suppliers and new products, visiting international trade fairs, ordering, pricing, tracking shipments

American University of Science & Technology
Location: Bekaa, Lebanon, Zahle Branch
www.aust.edu.lb

February 2003 - February 2005

Instructor of Business & Statistics courses

Teaching college students new strategies in Business and marketing, Quantitative techniques, & Statistical analysis keeping updated with enhanced research & training.

TEACHING EXPERIENCE:

Quantitative Methods for Business
Statistics and Probability for Business
Principles of Marketing

October 2003 - February 2003 (Fall Semester)

Assistant to the Masters class professors - Trainee

Assisting & attending with the university branch dean (quantitative methods classes) & the masters class professors (Economics & Finance courses) to get adequate training to become an instructor.

Lebanese American University
Location: Beirut, Lebanon - Beirut Campus
www.lau.edu.lb

October 1996 - June 2002

Student Assistant (Financial aid program to students)

- Assisting professors in lectures,
- Explaining to students,
- Proctoring, correcting,
- Typing & filing,
- Conducting surveys,
- Assisting students in preparing for their exams and projects

References are available upon request