

Dear Mr. /Ms.

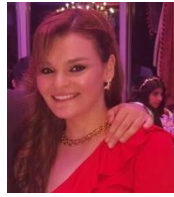
Through this letter, I want to introduce myself and to show you my interest in becoming a part of your company. I attached my resume which consists of my detailed education and experience.

I am a conscientious individual who wants to work hard, pays attention to every detail, and thinks outside of the box.

I'm flexible, quick to learn new skills, and eager to learn from others. I also have the ability to work with teams and have lots of enthusiasm.

I'm keen to work for an organization with a great reputation and high profile like yours.

Sincerely,  
Nadine Ghandour Abiad.



## Nadine Ghandour Abiad

Beirut-Lebanon

Mobile +961(3)981651

Email: Nadine.ghandoor@gmail.com

### PERSONAL INFORMATIONS

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Nationality: Lebanese.  
Sex: Female.  
Marital Status: Married.  
Languages: Arabic (Native), English (Fluent) and French (Fluent).

### JOB OBJECTIVE

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I am a self-motivated and hard worker with great communication and organizational skills. I am seeking a challenging environment where I can be part of the success and establish an enjoyable and challenging career of myself.

### EDUCATION

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**2012-2016:**                      **Lebanese International University (LIU)**                      Beirut, Lebanon

BS in Business Marketing.

**2002-2004:**                      **College Français Elite**                      Beirut, Lebanon

Lebanese Baccalaureate in Sociology and Economics.

### WORK EXPERIENCE

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#### **March 2018 till present:**

**Seaside Developments – Seaside Arena**      Down Town, New Waterfront, Beirut, Lebanon.

Seaside Arena Hall and sales coordinator & Director assistant.

- Pursuing and collecting profit sharing from suppliers.
- Process and file invoices from suppliers to be after that sent to the accounting department.
- Responsible of security team daily attendance.
- Responsible of cleaning team daily attendance.
- Assist the director in performing tasks as requested.
- Assist sales manager in preparing sales offers and ledgers.

- Preparing the Bon de Commande.
- Following up the pre-events checklist with the operation supervisor.
- Following up the exhibitions and events requirements. (With organizers and operations).
- Following up the exhibitors' needs as requested
- Answer and direct phone calls.
- Organize and schedule appointments.
- Plan meetings and take detailed minutes.
- Write and distribute email, correspondence memos, letters and forms.
- Prepare regularly scheduled reports.
- Develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Order office supplies.
- Maintain contact lists
- Submit and reconcile expense and attendance reports,
- Provide general support to visitors.
- Act as the point of contact for clients.
- Liaise with executive and senior administrative assistants to handle requests and queries from the director.
- Performing many other duties as assigned.

**October 2017 till February 2018:**

## Seaside Developments

Down Town, New Waterfront, Beirut, Lebanon.

Trainee in administration, sales, marketing and human resources departments.

**July 2016 to October 2016:**

**BLOM bank retail (Head Office)**  
Lebanon.

Hamra, Abdel Aziz, Beirut,

Trainee in the credit card department as credit card application supervisor.

- Assists the credit card operations department staff.
- Responsible for day-to-day operations including card issuance, interchange processes, and merchant deposit processing.
- Analyzes the files of credit card applicants in order to give approval on card issuance or not by the supervisor.
- Assists with the development and implementation of credit card operations and policies.
- Responds to inquiries from customers and banks regarding operational issues.

**June 2007 to August 2012:**

**Soheib Institution for International Trade.**

Salhieh, Saida, Lebanon.

Working as part time in the sales process by being involved in the day to day activities of the marketing department and by providing support service to the sales and marketing team.

- Advising & serving customers.
- Processing payments.
- Assisting customers in order to help them find what they need.
- Ensuring stock levels are well maintained.
- Promoting special offers.
- Providing customers with information on pricing and product availability.
- Arranging displays.
- Handling customer complaints or handing customers on to management.

**COMPUTER SKILLS**

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MS Excel, MS PowerPoint, MS Word, MS Visio and MS Access.

**HOBBIES and INTERESTS**

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Music, traveling, fine arts activities and reading.

**REFERENCE**

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All recommendations are available upon request.