

# PAULA SAID NAKAD

**Mobile:** +961 71-012219

**E-mail:** [nakadpaula@gmail.com](mailto:nakadpaula@gmail.com)

## OBJECTIVE

---

Dedicated professional researcher with excellent research and administrative skills and extensive knowledge in HR principles. Seeking an opportunity to use my years of experience to get a position of responsibility at your company.

I hope therefore, that on consideration of my CV, you will be persuaded of my potential to perform well and to make real contribution to your company.

## WORK EXPERIENCE

---

### RESEARCHER

#### Disaster Risk Management Centre

2014 - Present

- Carrying out desktop research, using a range of methods and sources of data.
- Performing data entry and managing research databases.
- Editing data to ensure completeness and accuracy of information; following up with subjects to resolve problems or clarify data collected.
- Producing high quality and varied research outputs including analysis, report writing and presentations.
- Compiling and organizing findings in graphs, charts, and diagrams.
- Compiling data for progress reports.
- Following up on studies that have been conducted.
- Summarizing project results.

### CLIENT SERVICING TRAINEE

**Republique Beirut** (March 2012 – August 2012)

**Right Click** (March 2010 – May 2010)

- Meeting and liaising with clients to discuss and identify their advertising requirements.
  - Helping the team in developing marketing strategies and advertising concepts.
  - Working with the account manager on briefing the team and handling all budgets.
  - Ensuring a proper communication between the client and the agency for any approvals or modification.
  - Undertaking administrative tasks.
  - Providing clerical and administrative support to HR executives.
  - Compiling and updating employee records.
- 

## QUALIFICATIONS

---

- Written and verbal communication skills.
- Great ability to work under pressure to meet deadlines.
- Desire to learn with confidence
- A team player with problem solving skills
- Flexibility in taking on several different tasks
- Good organization, with attention to details
- Expert in Computer Software (Microsoft Word, Excel, PowerPoint, etc.).
- Certificate in Photoshop, Illustrator and InDesign – Formatech (2013).

## EDUCATION

---

- M1 in Public Relations and Communications – Faculty of Information and Documentation (2011).
- BA in Public Relations and Advertising – Faculty of Information and Documentation (2010).

## WORKSHOPS

---

- Formatech, Beirut, Lebanon, 2017
  - Compensation and Benefits Certificate.
  - Manpower Planning and Competency Based Recruitment Certificate.
  - Performance Management for Better Results Certificate.
  - Learning and Development Certificate.
  - Lebanese Labor Law Certificate.
  - Career Development and Succession Planning Certificate.