

**Beirut, Lebanon**  
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# INASS SANADIKI

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## Career Objectives

An Interior Architect, which her main objective is to obtain a good and suitable job. Working on my career Longley with 2 years of experience in Construction and Contracting field led me to always look to find new opportunities concerning the Interior Architecture & Planning or other categories depending on my skills in this field and allowing me to benefit from it thus building my future career. My Masters degree in Business Management developed a lot my skills not only concerning architecture but how to manage later my own business and my plans for the future. My goal here goes for the interest, motivation and having a salary. I have great social skills with a good sense of humor.

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## Career Summary

Coordinating and Assisting numbers of architects and engineers in several renewable projects in Beirut such as Middle East Airline Headquarter and Dar handasah - Verdun, projects in KSA and Jeddah. My continual studies in MBA, pushed me to find new opportunities, that did not stop to try other domains of work such data entry, filing and administrative work with Import and Export private offices in Port Beirut. I hold 2 certificates defining my skills in Architecture software's.

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## Education

**Besancon Beyrouth** 1996-2011. Bacc Scientifique - Bacc 2 - Science De La Vie  
**AUST - The American University Of Science & Technology** 2011-2015. BS - Interior Design & Planning  
**AUST - The American University Of Science & Technology** 2017-now. MBA - Business And Management

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## Employer and Past employment ( Employer )

**WOOD STYLE for kitchens and decoration** and **MY for wood** worked with the supplier as a freelancer, interior designer and a consultant in Interior design & Planning specially with big contractors such as RAMCO AND INTRAMURO and residential building in Hamra and Ain tneh. In the industry I am responsible of Scheduling team assignments to achieve the preset goals within time, quality & cost parameters also managing with the owner his business development activities and improving counts and all financial accounts, and last increasing sales growth special the Outdoor Sales.

*March 2016-now*

**PORT OF BEIRUT ( Part Time )** responsible of Data Entry and administrative work with Cargo and Transit offices like Nader Bassil Agency and Sky lines.

*August 2016-now- Lebanon*

**Art Director Assistant-** was a trainee in *MTV Lebanon* working on stage concerning props and decoration with different Tv shows programs helping to manage and increasing the effectiveness and efficiency by supporting the head of decoration department in the whole company, props and Other departments through improvements to each function as well as coordination and communication between them.

*( 6 months) June 2016- December 2016*

**DAR AL HANDASAH SHAER & PARTNER** Worked in as a Trainee for 1 month as a Draft person and a designer submitting Makkah Saudi Projects in 2016.

*June 2015-July 2015 Lebanon, Verdun*

**KHATIB & ALAMI** Worked in, (Summer 2015) as a Trainee assisting the QS and the PM with inspections reports and reviewing workload to ensure the production of the people to achieve their targets.

2 months :  
(6 weeks, Beirut Terraces DT SITE)  
(2 weeks, Middle East Airline  
MEA Training Center SITE)

**ARCC,Abdel Raouf Construction&Contracting** Worked in, (Spring and Summer 2014) as a Trainee/and office worker while I was pursuing my license in University and Planning, scheduling and reviewing workload to ensure the production of the people to achieve their targets.

*Lebanon, Verdun*

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## Language Skills

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Language	Understanding	Speaking	Writing
Arabic	Fluent	Fluent	Proficient user
French	Fluent	Proficient user	Fluent
English	Fluent	Fluent	Fluent
Italian	Basic user	Basic user	Basic user

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## Computer Skills

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**AutoCAD 2D- 3D**

Very Good

**3D MAX VRAY**

Good

**Adobe Photoshop**

Very Good

**Microsoft Office**

WORD : Very Good

EXCEL: Good

POWERPOINT : Very Good

OUTLOOK: Good

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## Certificates owned

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**Vray Advanced** from ETC Lebanon

**3d Max Advanced** from The Syndicate of Engineers - Beirut

**Computer Skills** from AUST- The American University of Science & Technology

**References:** *Available upon request !*