

Organized and Result-oriented Individual with 3+ years of experience skilled at creating reports; expert in business planning, aligning the different functions of an organization, and executing new business procedures and methods.

WORK EXPERIENCE

Supplier Management Coordinator/Casual Laborer(SAMCO)

Procurement & Contracts Administration
Department/AUB

08/2019 – Present

Tasks

- Update & Manage Suppliers Database.
- Ensure the implementation of Compliance Procedures.
- Preparation Of Management Reports & Progress Reporting.

Financial Controller/Intern Rabetat Abnaa Beirut/NGO

04/2019 – 12/2019

Taska

- Establish funding strategy & Manage accounting records.
- Prepare data and information for future funders.
- Forecast revenue and coordinate auditing processes.

Junior Traffic Analysis Officer/Trainee Monty Mobile

10/2017 – 01/2018

Tasks

- Perform competition analysis, Manage SMS Management & Perform Traffic Analysis.
- Monitor any traffic drop & Take Action.

Customer Service Agent/Trainee TLS Contact

03/2017 – 06/2017

Tasks

- Customer Service Management & Documentation along with Data Entry & Reports Preparation.

Floor Manager Booze Bar/Excellence Entertainment

05/2012 – 05/2014

Tasks

- Set Set Marketing Strategies, Manage Inventory & Accounting operations.
- Customer Service Management & Training staff.

Sales Agent

Motivi (Women Clothing Store)/Emporio Bijani
SARL

05/2011 – 10/2011

Tasks

- Customer Service Management & Visual Management.

SKILLS

MS Office

Qlikview

MS Project

High EU

Presentation Skills

High Moral

Team Player

CERTIFICATION

Certification In Managerial Accounting/In Process
(09/2018 – Present)

LANGUAGES

Arabic

Native

English

Full Professional Proficiency

French

Full Professional Proficiency

INTERESTS

Sports Activities

Music

Child Care

Visiting Attractions

EDUCATION

Business Management/BS

American University Of Science And Technology

2013 – 2016

GPA 3.4 with Honors