

## PERSONNAL DETAILS

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**Name:** Jhonny Nachef

**Address:** Maghdouche, Saida, Lebanon

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**Email:** Jhonny.nachef@hotmail.fr

**Date of Birth:** 25, Sep, 1989

**Place of Birth:** Bouchrieh, Maten – Mount of Lebanon

**Nationality:** Lebanese

**Gender:** Male

**Marital Status:** Single

**Driving License:** Private (Lebanese)

## WORK EXPERIENCE

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Job	Duration	Description
Market Line (Dora – Lebanon)	2018 (8 Months)	<u>Sales Representative</u> Online Marketing on Facebook and Outdoor for the Special Accessories (Home, Kitchen, Girls and Boys...).
Social Affairs (Jezzine – Lebanon) “Contract”	2017 (10 Months)	<u>Social Inspector and Administrative</u> National Program to Support the Poorer Families who Renewed or Applied for “Hayat” Card which Help them in Hospitals, Medicines and Schools.
AUST University (Saida – Lebanon) “Contract”	2015 (3 Months)	Accounting and Administrative Work (Student Tuition Fees, Registration, Payments...).
Alfa Telecommunications (Furn el Shibbek – Lebanon) “Contract”	2015 (1 Year and 6 Months)	<u>Activation Sub-Unit (Postpaid Team)</u> Data Entry for Postpaid Contracts Numbers Modification (Info) for Postpaid Contracts and Papers Postpaid Archive PIM (Prepaid Info Management) Checking
Tapis Kabalan (Zifta – Leb.)	2013 (2 Months)	Accounting Work (Selling Carpets and Others)

<b>Modern School (Darb el Sim – Lebanon) “Internship”</b>	2013 (2 Months)	Accounting and Administrative Work (Students Registration, Tuition Fees...).
<b>Fidelity Assurance and Reinsurance (Saida – Lebanon) “Internship”</b>	2011 (1 Month)	Accounting Work (Policies Issuance and Payments...) Policies Packaging
<b>Bank Audi (Saida – Lebanon) “Internship”</b>	2010 (1 Month)	Accounting and Finance Work (Teller, Customer Service and Operations...).

**Social Activities: Caritas Lebanon Emigrants / Ghazieh Center – Lebanon** (2016 for 2 Months) \_ Volunteer in Delivery and Distribution of Stationery for Lebanese and Syrian Students in South Lebanon Schools.

## **ACADEMIC DEGREES & STUDIES**

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### **Executive Master Degree in Business Administration (2014 Graduate)**

**Université La Sagesse (ULS)** - Faculty of Business and Finance, Furn el Chebbak \_Lebanon.

Majoring in EMBA - 39 Credits

GPA: 2.95 / 4

### **Bachelor Degree in Business Administration (2010 Graduate)**

**Lebanese International University (LIU)** - Faculty of Business Management, Saida \_ Lebanon.

Majoring in Management - 99 Credits

GPA: 2.6 / 4

## **SKILLS**

- . Strong Organizational, Administrative and Analytical Skills
- . Excellent Spelling, Proofreading and Computer Skills
- . Ability to maintain Confidentiality
- . Good Knowledge of Microsoft Office (WORD, EXCEL and POWER POINT), Accounting Programs (Oracle and Arabic Software).
- . Ability to produce Consistently Accurate Work even whilst Under Pressure
- . Ability to Multi Tasks and manage Conflicting Demands

<b>Languages</b>	<b>Speaking</b>	<b>Writing</b>
<b>Arabic</b>	Excellent	Excellent
<b>French</b>	Good	Good
<b>English</b>	Very Good	Very Good