

Pamela Atef Saadeh

Main road, Boulos Building – Ground Floor
Nakhle Al-Koura, North Lebanon

Mobile: 9613511287

Email: Pamela.saadeh@outlook.com

I aim to grow in a progressive organization where I can enhance my skills and maximize my capabilities. In search for the best working environment, I came to find that your company presents the ultimate experience I am looking for.

Educational background

2014- 2016

Saint Joseph University (USJ)
Masters in Services Marketing

I.A.E. Tours University, France
Masters in Marketing des Services

2010-2013

Saint Joseph University (USJ)
B.S. in Business and Management

2009-2010

Balamand High School
Sociology and Economics Graduate

Academic Achievements

2012

Certificate in Business English from Georges Town University

2012

Certificate in Islamic-Christian Dialogue from Saint Joseph University

Experience

2016 and still: Ihsan Al Yafi Offices – Customs Duty
Assistant Manager

- Checking shipments arriving each day.
- Organizing files and required documents.
- Revising clientele files before being sent to customs.
- Entering data onto the customs program
- Stating the fees of every file before invoicing
- Analyzing the VAT payable each month

2014 -2016: SGS Liban
Assistant Accountant

- Entering data onto the Dubai system.
- Managing all receivables from clients.
- Assisting in management audits.

Summer 2012: BLC Bank
Intern

Gained banking experience and developed high skills in customer services mainly in:

- Understanding the processes designed to make customer service more effective
- Demonstrating abilities to analyze and respond to customers on a strategic level
- Showing excellent time management skills and ability to work under pressure.

Summer 2011: Leya Boutique
Indoor Sales

Fall – Spring 2011: Math, Marketing and English language tutoring for university students

Languages

Arabic: Native Language

English: Fluent in speaking, reading and writing

French: Fluent in speaking, reading and writing

Computer skills:

MS Office (Word, Excel, PowerPoint), SUN, BOSS, GenPro

References:

Available upon request