

DIANA ARABI

Lebanon ■

November 26, 1995 ■

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Marital Status: Single ■



OBJECTIVE

To pursue my career in a reputable organization where I can implement my communication skills and business knowledge and be part of its growth and continuity.



EDUCATION

Master of Business Administration (MBA)

University of Balamand-Al Koura

SEPTEMBER 2017 – MAY 2019

Bachelor's in Business Administration in Management

University of Balamand-Al Koura

SEPTEMBER 2013 – DECEMBER 2016

With honors for three semesters



EXPERIENCE

Co-Management & Stock Control | Ali Arabi Trading Est.

FEBRUARY 2019 – PRESENT

JANUARY 2017 – APRIL 2018

- Forecast supply and demand to prevent overstocking and running out-of-stock (OOS).
- Enter purchase details (vendors' information, invoices and pricing) into internal databases.
- Place orders to replenish merchandise as needed.
- Track shipments and address any delays.
- Oversee storage of products, particularly of fragile items.
- Evaluate suppliers' offers and negotiate profitable deals.
- Keep updated inventory records.
- Ensure purchases do not exceed budget.
- Managing and supporting the shop employees.

Supply Chain Purchaser | Société General pour Khawaja Frère SAL

MAY 2018 – DECEMBER 2018

- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Maintain updated records of purchased products, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Monitor stock levels and place orders as needed.
- Coordinate with warehouse staff to ensure proper storage.

Customer Service Representative Internship | Byblos Bank-Boulevard Branch

AUGUST 2015

- Receive and respond to customer service account inquiries on account balances, transaction details, statements and fees and charges.
- Open new accounts/Closing accounts.
- Alterations to existing savings and cheque accounts.
- Inquiries for home, car and personal loans.
- Inquiries on internet services.
- Promote bank products and services.
- Change statement of account cycles.
- Identify customer needs.
- Refer customers to appropriate banking services and representatives.



WOKSHOPS

- **Psychosocial Support and Dialog Workshop | APRIL 2019**
- **Leadership Development & Training Workshop | MARCH 2018**
- **Advance Planning (Plan twice, Check once) | OCTOBER 2017**



SKILLS

- **Microsoft Office suite** - Expert User
- **Stock Software** – Expert User
- **Adobe Photoshop** – Advanced User



LANGUAGES

- **Arabic** [proficient in reading, writing and speaking]
- **English** [proficient in reading, writing and speaking]
- **French** [fair in speaking and reading]