

Aya N. Zaidan  
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Cornish Al Mazraa - Beirut, Lebanon

## Objectives

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Looking for a job in a dynamic environment where both challenges and opportunities are present, and a career path is prevalent.

## Education

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2016 -- 2018	Rafik Hariri University	Mechref, Lebanon
<ul style="list-style-type: none"><li>• Master degree in Business Administration (MBA)</li></ul> Graduated with Distinction Cumulative GPA 90.00		
2013 -- 2016	Rafik Hariri University	Mechref, Lebanon
<ul style="list-style-type: none"><li>• BBA in Business Management</li></ul> Graduated with Distinction Cumulative GPA 92.30		
2012-2013	Beirut Baptist School	Beirut, Lebanon
<ul style="list-style-type: none"><li>• Baccalaureate in Economics and Sociology</li></ul>		

## Experience

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- Purchasing officer at Halwany Consumer Products (HCP) SAL since September 10, 2018.
- Reviewing purchase orders and confirm sales contracts
  - Communicating with suppliers on all shipment and import related issues
  - Coordinating with the logistic department on the bookings of HCP orders
  - Documentation follow up
  - Preparing LCs, and issue payments when due to HCP's suppliers
  - Communicating with HCP's agent on all clearing related issues at Beirut and Tripoli ports
  - Assisting the Sales department with their requests for HCP's customers

- Operations officer at Banque De Credit National SAL from December 05, 2018 until September 07, 2018.
  - Processing Inward and outward checks
  - Modifying and routing inward and outward transfers (local and international)
  - Issuing expenses check file management
  - Issuing checks drawn on the Central Bank
  - Preparing the monthly Central bank cash reports
  - Managing the reception/delivery of cash from currency exchange companies
  - Domiciliation of Alfa/MTC/Electricity and Ogero bills
  - Issuing local letter of guarantees (Bid and performance)
  - Processing inward documents for collection
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- Internship at Rotana Raouche Arjaan from 24/05/2016 until 14/07/2016 in the HR and Learning and Development departments.
  - Engaging in the recruitment and orientation procedure
  - Following up on the conformity of the employees and staffs with all Hotel standards
  - Engaging in employee on job trainings

#### Skills

- Computer Skills: Microsoft Word, Powerpoint, Excel, Outlook, Ibank, and Dynamics NAV
- Language Skills: Fluent in Arabic, and English. Beginner in German.
- General Skills: Presenting, Multitasking, Fast learning, Punctuality, Teamwork, Creativity.

#### Awards

Upon Graduation	Recipient of the Nazik Hariri 100% scholarship award to pursue my MBA
Spring 2016	Finalists in Imagine Cup competition held by Microsoft- Business planner
Spring 2016	Certificate for hosting RHU's public speaking competition

#### References

Available upon request