

Mona El Dana

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EMPLOYMENT HISTORY

01/2017- Present

Bano Trading Company S.A.L : Procurement Officer | Lebanon, Bchamoun

- Support the Procurement Manager in conducting strategic plan for the department.
- Prepare stock analysis report taking into consideration movement of items and feedback from Area Sales Managers and submit it to the Procurement Manager on a timely manner.
- Coordinate requisition process by reviewing the submitted proformas and quotations, issue purchase orders, and other documents related to the procurement function.
- Maintain accuracy of purchase order including items, quantities, due dates, special instructions and terms, conditions, and receipt dates.
- Verify current inventory levels and keep records to prevent inventory gaps.
- Prepare daily reports requested by the Procurement Manager on the procurement cycle in order to ensure product delivery according to the time scheduling.
- Maintain an updated database with accurate information about suppliers.
- Enrol all upcoming shipments with necessary insurance if needed in order to avoid any damages or loss in transit.
- Ensure that all special orders are signed by customers and placed on the ERP system.
- Provide Certificate of Analysis and Technical Data Sheet to customers upon their request.
- Review all customs documents and formalities and coordinate with the shipping agency in case of discrepancies in order to clear shipments on time and avoid demurrages and port shortage fees.
- Follow-up and communicate with suppliers about updates, order status, material specifications, inquiries, and other issues.

EDUCATION

2019 – In Process

Beirut Arab University | Beirut

Ph.D Faculty of Business Administration - Strategy and Entrepreneurship

2016 – 2019

American University of Science & Technology | Beirut

MSc: Business Administration - Project management GPA: 3.62/4

2013 – 2016

American University of Science & Technology | Beirut

BA: Business management GPA: 3/4

2009 – 2012

Saint Mary's Orthodox College | Beirut, Hamra Bliss street

Bac II

PROFESSIONAL DEVELOPMENT

- Digital Marketing Certificate

INTERNSHIP

1- First National Bank - Location: Verdun - Duration: 1 month

2- Bank of Beirut - Location: Mar Elias – Duration: 1 month

3- NGO Anera - Location: Al Mathaf – Duration: 3 months

SKILLS

- Good planning and organizational skills.
- Excellent interpersonal and negotiation skills.
- Multitasking, and able to perform under stress and meet deadlines.
- Have analytical skills to properly manage the department's data

ADDITIONAL SKILLS

- **Software:** Qlikview, SPSS, Word, Excel, Powerpoint
- Time management
- Leadership and team management
- Presentation skills

COMMUNICATION / LANGUAGE

- Proficiency and communication skills in both English and Arabic

PUBLICATIONS

Economic Effects of Product Packaging on Consumer Shopping Behavior: The Case of Lebanon

To cite the article:

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PROFESSIONAL MEMBERSHIPS

Lifetime Member | Sigma beta delta International Honor society

REFERENCES

Available upon request