

## CONTACT

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## PROFILE

Financial Risk Management graduate who is forward thinking, enthusiastic and ready to handle a challenging career. Volunteer and social society member who strives to help the community to develop. Throughout my experience I was able to prove teamwork, management, research, and business development skills. Seeking a position where I can maximize and put my education knowledge and skills into practice.

## LANGUAGES

- ✓ Arabic - Native
- ✓ English - Fluent

## SKILLS

Excel	<div><div></div></div>
Powerpoint	<div><div></div></div>
Word	<div><div></div></div>
Outlook	<div><div></div></div>
SPSS	<div><div></div></div>
E-views	<div><div></div></div>
QSR Nvivo	<div><div></div></div>
Project Management	<div><div></div></div>
Research	<div><div></div></div>
Data Analysis	<div><div></div></div>

# MAYSSAM NASR

## FINANCIAL RISK MANAGEMENT

## EXPERIENCE

- April 2016 - November 2018**

**Cooperativia Muratori Cementisti di Ravenna**  
Document Controller, Damour - Lebanon  
Prepare and revise documents control and numbering procedures.  
Prepare, maintain and update documents control logs.  
Receive, store, issue, manage and track company documents.  
Assist the Deputy Project Manager and Technical manager.  
Develop and maintain documents such as drawings, documents, material submits, and specifications.  
Control, retrieve, and archive of superseded documents.
- November 2015 - March 2016**

**Self-Employed**  
Private Tutor , Chouf Area - Mount Lebanon  
Help students understand and complete their assignments .  
Give extra sessions and practices.  
Answer questions and inquiries of students about researches and projects assigned to them, and provide some mindful ideas.  
Subjects: All subjects but basically Math and Sciences (Physics, Chemistry & Biology)  
Grades: from grade 1 to grade 12
- September 2015 - October 2015**

**Globe Med Lebanon**  
Administrative Assistant, Sin El Fil - Beirut - Lebanon  
Answer telephone calls, direct calls, and take messages.  
Receive and direct visitors.  
Create spread sheets and presentations, write memos and letters, word processing and filing.  
Follow up on contracts and tenders.  
Assist account executives in creating insurance plans on insurance tailored soft-wares (such as i-geme).  
Order and maintain stationary for the department.
- September 1, 2013 - September 30, 2013**

**Byblos Bank S.A.L**  
Trainee , Deir El Kamar Branch – Lebanon  
Job rotation among all the positions within the branch  
Assist the personal bankers, tellers, and the branch manager in several tasks  
Open accounts for new customers, credit card services, and the like.

## AWARDS AND CERTIFICATES

- **Certificate of Participation in Youth Match Empoly-ability Program Workshop by Challenge to Change NGO**
- **Certificate of Participation in TV Presenting workshop by Bright I.**

**January 2009 - June 2009**

### **GC LAU Model United Nations Program**

Former Delegate at MUN , Beirut - Lebanon  
Columbia Representative at the UNICEF committee.  
Topics : Child Soldiers, Violence Against Children.  
Prepared Position Papers.  
Voted on several issues, and came up with immediate speeches when needed to convince the audience.  
Made successful negotiations, and developed strategic allies.

**2010 - 2015**

### **Lebanese House Establishment for the Environment**

Volunteer, Kfarheem - Lebanon  
Encourage volunteer work through various activities, events, and conferences .  
Participation of youth in the environmental development process through training students on the basis of environmental development.  
Conduct events such as hiking, musical evenings, and support strikes against destructive environment projects.

**2005 - 2012**

### **Progressive Scout Organization**

Scouts Member, Kafarfaqoud - Lebanon  
General scouts activities: Cleaning up roads, churches, schools, and fields.  
Collecting woods for fire, building up tents, crafts activities, food preparation in the woods, collecting vegetables. In addition to social events that occur occasionally (games, festivals, events)

## EDUCATION

**2015 - 2019**

### **MSc. in Financial Risk Management**

Notre Dame University - Louaize, Zouk Mosbeh Lebanon  
Thesis title: Impact of Risk Disclosure on Stock Return Volatility, Market Liquidity, and Financial Performance for UK and Canadian Insurance Companies: Pre Versus Post IFRS.  
Cumulative GPA: 3.57/4 - Distinction

**2010 - 2014**

### **BA in International Business Management**

Notre Dame University - Louaize , Deir El Kamar Lebanon  
Academic Recognition: Dean's List 2010-2014  
Cumulative GPA: 3.62/4 - High Distinction

**2007 - 2010**

### **Lebanese Baccalaureate, Life Science**

Shouf National College, Baakline - Lebanon  
With Honors

## REFERENCES

Provided upon request.