

CURRICULUM VITAE

PERSONAL INFORMATION

Name:	Nancy Antoine Al Chamy
Date of Birth:	July 03 rd , 1988
Marital Status:	Married
Nationality:	Lebanese
Languages:	English, French, Arabic
Mobile phone:	76-525255
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EDUCATION

2005-2006	Terminal Littéraire «Collège de Notre Dame de Perpetuel Secours »-Furn El Chebbak
2007	TS1 : Comptabilité et Informatique« Ecole Technique des sœurs des saints coeurs»- Jdeideh
2009	TS3 : Informatique de gestion « Ecole Technique des sœurs des saints coeurs»- Jdeideh
2010-2011	License technique : Informatique de gestion (programmation) - «Ipnet» Dekweneh
2012	Session in information Technologie (IT) and Business Administration (BA) in AUL .

PROFESSIONAL EXPERIENCE

2008 – Present: Matta Et Associes s.al.-Beirut, Lebanon

Position: Administrative assistant ,Document controller & Procurement officer (Accounting, Payroll, Purchasing, cost control, logistics.....)

Projects:

2016.....	“Misktown 1, 2 & 3”& Misktown 4 , 5 6-Beitmisk College Louise Wegmann – Jouret El Ballout
2014-2015	“Val Pere Jacques school 2 & 3” – Bsalim
2013-2014	“Laundry project” -Deir el Salib-Bkennaya
2013-2014	“Val Pere Jacques school 1” – Bsalim
2011 -2012	“Le Christ Roi ” – Convent – Zouk
2010 -2011	Convent of the Cross Sisters-Hrajel Convent of the Cross Sisters-Boumana Souvenirs Locals –Deir el Salib-Bkennaya Cafeteria Locals –Deir el Salib-Bkennaya St Joseph hospital parking-Dora
2008 -2010	“Bay Tower” - Residential and commercial tower

SPECIAL SKILLS

User of Computer Applications such as: Access, Power point , Adobe Photoshop, Visual basic, Microsoft Visio , Microsoft Offices , Internet and others.