

GHINWA NASR

SENIOR EXECUTIVE MANAGER

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EDUCATION	LANGUAGES	SKILLS
BA in Public Relations Lebanese International University February 2015	Fluent Arabic Fluent English	Microsoft Office Suite Social Media Management Silicone Books Accounting System Leadership, Communication & Tasks Skills

EXPERIENCE



Viva New Med
Beirut, Lebanon

**Co-Founder / Senior Executive
Manager**

Feb 2015 – Dec 2019

- Develop goals, strategies, plans and objectives of the company in an integrated manner.
- Ensure that measurable objectives for implementing the goals, strategies and plans are established through appropriate processes at various levels.
- Provide recruitment procedures, and employees' trainings when needed.
- Operations management
- Budget management
- Financial records management
- Stock control and inventory
- Manage social media accounts (Facebook, Instagram, Twitter, Pinterest)
- Database management
- Weekly and Monthly reports to the board of directors and financial auditor
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations
- Help promote a company culture that encourages top performance, high-end customer service and high morale
- Establishing and developing the company's 24/7 Customer Support Hotline



International Orthodox Christian Charities
Beirut, Lebanon

Field Officer – Shouf- Iqlim Al Kharoub District- Part Time

Feb 2018 – Sep 2018

- Conduct Household visits to screen/detect all IPV, MMR zero dose children, drop out children through vaccination card verification/or and questions to caregivers to screen all under five children
- Refer identified children to selected health centers using the referral slip
- MUAC screening of children (6 to 59 months) and referring children with acute malnutrition to selected health centers using the referral slip

- Provision of key messages on vaccination, nutrition and provision of brochures/leaflets
- Fill in all registration forms and referral slips
- Report daily, weekly, and monthly on activities and results to the Office Coordinator
- Advice and coordinate with the PHCs and other teams on operational and administrative matters related to AIA Programme
- Ensures that refugees registered are based on need and in conformity with prescribed criteria
- Spot and report any abnormal home or health conditions at home.
- Coordinate with PHC to assure the delivery of appropriate assistance to identified families
- Conduct second home visits to families that did not go to the PHC (referring to the logbooks and excel sheets and PHC), and reinforcing the importance of the vaccination and the issue



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Beirut, Lebanon

Junior Executive / Accountant

Nov 2010 – Jan 2015

- Responsible of daily operations; including office work, answering phone calls, scheduling meetings, operations management and follow-up, data entry, data cleaning, and meeting costumers
- Stock control and inventory
- Financial records management
- Budgeting

INTERESTS



Social Services



*Animal Welfare (Active Dog/Cat
Rescuer since May 2011)*

REFERENCE

- **Mr. Fouad Jaha - Certified Auditor**
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