

Nadine Al Kurdi

Nationality: Lebanon
City: Beirut
Phone Number: 76043578

Born on: 20/01/1994
Country: Lebanon
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Education

2011 - 2015 *Bachelor of Business Administration in Management Information Systems. GPA - 3.54/4.00*
Lebanese International University Beirut, Lebanon

Studied Marketing, Human Resources, Operations Management, Business and management principles. With emphasis on Management Information Systems by Studying databases, reporting & business intelligence platforms as well as their specific Business knowledge to analyze and answer questions about a business unit or function.

Work Experience

Sep, 2017 - Present *Maintenance Operator*
KVA (Electric Distribution Service Provider) Beirut, Lebanon

- Create, update, confirm, and complete the corrective and emergency work orders done by Maintenance site teams on SAP
- Prepare and invoice Bills of Quantities (B.O.Q) for work orders to be submitted to EDL
- Prepare Purchase Requisitions (PR) for subcontractors
- Prepare Material Reservation (MR) forms for material used quantity by the site teams
- Compare the daily complaints sent by the call center to the ones fixed
- Prepare a daily report containing the completed and in progress work orders
- Control of Mobile Stores (issuing, returning, and transferring goods)
- Submitting forms for the GIS Department including the corrected faults to be updated
- Generating reports (SAP and Jasper) to ensure accuracy and cleanness of data
- Coordination with different departments to ensure that processes are properly executed

Aug, 2015 - Sep, 2017 *Sap Operator and Front Office Agent*
KVA (Electric Distribution Service Provider) Beirut, Lebanon

- Updating the statuses of the daily applications from initiating to execution
- Preparing and extracting daily reports for the work done
- Analyzing and correcting old data progress
- Ensure that the process's stages are chosen within specific dates
- Arranging and updating folders on daily basis
- Checking customer's documents to ensure their legality
- Preparing the application form between the customer and Electricity of Lebanon (EDL)
- Follow up the stages of each application to ensure accuracy and consistency
- Daily bases data entry
- Confirmation of work orders done by the measuring team
- View and search using GIS and JASPER

■ Language Skills

- English (Fluent)
- Arabic (Native)

■ Technical Skills

- Customer Services
- Team work spirit
- Self-motivated and organized
- Reports Conducting and Analysis
- Good communication and presentation skills

■ Computer Skills:

- SAP Software (data entry, data analysis, and data reporting), Microsoft Office (Word, Excel, Access, PowerPoint), Internet browsing

■ References

- Mr. Tarek Mansour Head of Beirut Division at EDL Beirut, Lebanon Tel: 03774233
- Mrs. Heba Itani HR Director at Saccal, Instructor at LIU Beirut, Lebanon Tel: 03780139