

ZAHIA AOUAD

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EMPLOYMENT HISTORY	Director of Operations , RCM Trading & Contracting <i>Rachaya, Lebanon</i>	Oct 17 – Aug 19
	Director of Operations , ANG Construction <i>Hasbaya, Lebanon</i>	Sept 15 – Sept 17
	<ul style="list-style-type: none">· Cooperate with superior to make decisions for operational activities and set strategic goals· Plan and monitor the day-to-day running of business to ensure smooth progress· Supervise staff from different departments and provide constructive feedback· Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements· Manage procurement processes and coordinate material and resources allocation· Oversee customer support processes and organize them to enhance customer satisfaction· Review financial information and adjust operational budgets to promote profitability· Revise and/or formulate policies and promote their implementation· Manage relationships/agreements with external partners/vendors· Evaluate overall performance by gathering, analyzing and interpreting data and metrics· Ensure that the company runs with legality and conformity to established regulations, including foreign employee's legal transactions.· Making contact with the clients/ running company's social media accounts while working on marketing strategy.	
	Lecturer , University Institute of Technology, Faculty of Business Administration <i>Rachaya, Lebanon</i>	Oct 13 – Mar 16
	<ul style="list-style-type: none">· Mathematical Finance.· Financial analysis.· Accounting one.· Cost accounting.· Analytical accounting.· Money and banking	
EDUCATION	Lebanese University · Masters in Finance	2012 – 2013
	Lebanese University · Bachelor of Business Administration – Finance track	2009 – 2011
INTERNSHIPS & EXTRA-CURRICULAR	<ul style="list-style-type: none">· Internship with "IABC" in Psychodrama (3 levels) 2015· Internship with "EUROTECH" in leadership 2012· Internship at Banque du Liban 2010· Internship at Bank Beirut and Arab Countries (BBAC) 2010· Internship with "PH for accounting" 2010	
COMPUTER SKILLS	Microsoft windows, Microsoft office: Word, PowerPoint, Excel, Access, SPSS, accounting systems.	
LANGUAGES	Native in Arabic, Working proficiency in English and French.	