

CURRICULUM VITAE



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OBJECTIVES

To work in a company where I can contribute my knowledge and as well as I can develop my capabilities and experience for future growth.

EXPERIENCE

- January 2019/ October 2019: Finance & Operations Officer, in **Ghanem group** (Mr Clean Hospital Services SARL – GMT – Kimbo).
 - Handle accounting tasks
 - Prepare PAYROLL in accordance to staff attendance
 - Manage teams for better performance
 - Develop and maintain an organizational structure and staffing schedules which will ensure effective execution of approved objectives
 - Get all needed supplies to use when needed
 - Maintain records and complete regular scheduled financial reports to monitor financial results
 - Prepare and operate within an annual operating budget
 - Execute activities of the environmental services department in accordance with client expectations and quality department
 - Execute the procurement tasks
 - Conducting job interviews with potential candidates
 - Pre-qualify candidates and advise for second interview
 - Documents control
 - Prepare and develop both internal regulation and employee handbook for better policy understanding and implementation
 - Control staff leave days and sickness
 - Manage all office related issues
 - Handle and follow up all company legal issues related to HR.
 - Petty cash handling
 - Bank reconciliation
 - Stock controller
- January 2017/ September 2018: Business Development Executive, in **PRO-FAST BUILDERS** for general contracting, rehabilitation & trades.
 - Overseeing the day-to-day administration of the office
 - Plan and coordinate administrative procedures and systems
 - Monitor costs and expenses and assist in budget preparation
 - Administer accounting journals & maintain the accounting software
 - Prepare and produce company's documents
 - Distribute emails, SMS, letters...
 - Review break even estimates & improve quarterly
 - Implement a robust collection system
 - Flowchart of the sales process

- Implement leads database
 - Review profit growth charts
 - Review cash flow reports & Assess financial statements...
 - Trained by "Action coach"/ (Action coach supported our company for business development).
- September 2013/ 2015: Giving private lessons for university students (University of business)

EDUCATION AND QUALIFICATIONS

- 2016/2017: Business Management, Master 2, at Lebanese university, Faculty of business, Branch 3, Tripoli, North of Lebanon.
- 2014/2015: Business Management, license, at Lebanese university, Faculty of business, Branch 3, Tripoli, North of Lebanon.
- 2011/2012: Lebanese Baccalaureate (Life Sciences), at Kobbah High School, Tripoli, Lebanon, Arz street.
- 2008/2009: Lebanese Certificate (Brevet), at Salah school, Abi-samra, Tripoli, North of Lebanon.

INTERNSHIP EXPERIENCE

- August 2014 : Training in " North Lebanon Water Authority ", Accounting and Auditing.
- June and July 2014 : Training in " Nini Hospital ", Admission & Invoicing, at Out department .

WORKSHOP EXPERIENCE

- January 2018: Certificate of completion, in "Lebanese League for women in Business", in Public Speaking Skills, with Mrs. Lamia Charlebois.
- April 2017: Certificate of completion, in " STANDARDS for human resources", in Recruit, Interview & Select Showcase.
- February 2015: Certificate of completion, in "Al Amine International Academy for Training and development ", in Self Development-The power of Words.

GRADUATION PROJECTS

- Master II: "Impact des politiques d'aide à l'entrepreneuriat sur l'émergence d'esprit d'entreprise chez les jeunes et les étudiants"
- License: "L'influence de la certification ISO sur le succès de l'entreprise
Cas Pratique: Dabboussi Group"

COMPUTER SKILLS

- Ms-Word, Ms-Excel, Ms-PowerPoint.
- Prezi.
- Photoshop.
- HTML.
- SPSS.
- Orange Accounting software.
- Orient Accounting software.

IMPORTANT COURSES

- Sustainable Development.
- Leadership.
- Strategic Analysis.
- Change Management.
- Risk Management.
- Entrepreneurship.
- Human Resources management...
- MOOC (a lot of courses by companies & universities like Microsoft and Harvard University...)

LANGUAGES

- Arabic: Native Language.
- French: Very Good.
- English: Very Good (courses at Hamidi center for human development e-courses & American City center's student).

ACTIVITIES AND INTERESTS

- Reading.
- Researching.
- E-learning
- Online courses.
- Playing Ping-Pong.
- Playing tennis.
- Travel.

REFERRALS.

- Existing upon request.
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