

Nagham Bouchebel

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Profile

Well-organised and resourceful Project Manager with strong experience in project management, business process optimization, strategic planning and organizational development. Over my years of experience I have contributed to the development and success of several strategic projects in different industries. I have been able to develop excellent communication and analytical skills, while I am target driven and results focused. I am looking for a challenging new role in a dynamic environment where I can play an instrumental role in implementing growth.

Personal Information

Nationality: Lebanese
Marital status: Single
Date of Birth: May 9, 1986

Education

2019: ESA Business School - Masters in Business Administration (MBA)
ESCP Europe - Diplôme d'Études Supérieures en Management (DESM)
2005 - 2010: LU - Masters (Mastère 2) in Finance and Management of Financial Institutions
Thesis: L'analyse du Risque Pays (Country Risk): un pas primordial vers l'internationalisation -
Cas Pratique: le Liban (Graduated with honors)

Work Experience

1- CREDITBANK SAL - Head Office, Dekwaneh, Lebanon
Senior Organization Officer – December 2016 till now

- Conduct researches and analyses related to business optimization, development and restructuring projects and propose preventive and corrective actions based on scientific findings and regulatory requirements.
- Manage different projects as a Business Owner, when assigned by the Management e.g: Automation of Branches Processes and Templates, Development and Automation of HR processes, Integration of LeERP system, etc.
- Participate in the preparation of organizational business cases as requested by the management.
- Test and evaluate applied processes and measures the quality and performance of an implemented procedure and process flow.
- Ensure all findings are measured based on their associated risks and propose new solutions to close all process gaps and deviations or to enhance the flow for an optimum solution.
- Elaborate BPMs, procedures, user guides, products' characteristics and job descriptions based on conducted analysis and in compliance with local (BDL, CMA & BCC) and international (CRS, FATCA, etc.) laws and regulations.
- Analyze collected information and coordinate with IT Department/Business Analysts/ Business Owners for the elaboration, improvement or modification of existing processes and workflows.

2- LBCI Group – Adma, Lebanon
Business Analyst - Strategy & Planning – June 2016 till November 2016

- Prepare the daily performance report based on TV audience ratings and online ratings.
- Analyze trends in viewership and advertising and submit recommendations to management based on reports analysis.
- Prepare other statistical reports as requested by Chairman.

- Review the programs' grid and propose modifications to Management, in order to optimize the audience ratings.
- Conduct different market researches and suggest ideas for new programs.

3- UNDP – Country Office, Riad Solh Street, Nejme, Beirut, Lebanon

Finance Project Assistant – July 2015 till April 2016

- Manage the project's finance capacity to ensure the success of the project's implementation, in accordance with relevant UNDP policies and requirements.
- Maintain an updated financial record in UNDP's ATLAS management system.
- Prepare the quarterly work plans and budget of the project.
- Budget planning and tracking of expenditures in accordance with UNDP and donor requirements.
- Reconcile and track the financial information expenditure reports presented by the UNDP CO on a monthly basis.
- Prepare payments requests, ensure that all supporting documents are available and manage the project's miscellaneous expenditures.
- Update and maintain comprehensive inventories of the project resources and assets.
- Ensure proper procurement procedures according to the UNDP rules and regulations.
- Organize the logistics of events, including the support of Goodwill Ambassador activities as needed.
- Provide continued monitoring of partnership activities and ensures that communication channels with partners are maintained.
- Monitor leaves and attendance of the projects' staff.
- Support public relation and marketing activities.

4- NASSAR TECHNO GROUP - Mazraat Yachouh, Lebanon

Strategic Analyst - June 2012 till April 2015

Business Development & Marketing

- Conduct strategic market studies related to the group's companies and start-ups. e.g.: Market studies related to the environmental sector in USA, Brazil and Argentina, Market study of the IT sector in the MENA region.
- Participate in finalizing franchising deals and investments / patent valuation. e.g.: NTG – Tasnee (Saudi National Industrialization Company) Joint-Venture deal.
- Participate in developing the marketing plan of "NDG eau SAS", NTG's French subsidiary.
- Price new products and conduct researches for new products / benchmarking.

Strategic Management

- Analyze and evaluate NTG production plan and suggest changes accordingly in order to increase profitability rate.
- Conduct different studies in order to reduce expenses and improve profitability: Power Consumption, Stock Management, Products' Profitability and financial analysis based on the production plan and stock, Production Cost studies by product.
- Represent the General Manager in semestrial Audit Meetings to discuss audit visits reports, the corrective actions to be implemented and communicate the results to the board.

HR Analysis

- Liaise with upper management on recruitment needs driven by a clear understanding of the organization strategy.
- Manage the recruitment process and conduct initial behavioral interviews.
- Coordinate with recruitment agencies and referrals on recruitment needs.
- Conduct regular follow-ups and recruitment plan revisions with the upper management.
- Coordinate with all departments to renew internal and external forms and ISO procedures.

Import & Export Assistant - May 2010 till May 2012

Import - Export

- Prepare monthly payments and purchasing forecasts.
- Present the yearly suppliers' evaluation report.
- Prepare export documents and reservations.
- Negotiate and follow-up with foreign clients.
- Conduct researches about new suppliers, competitors and potential partners in the international Market.

Corporate rebranding / Marketing below the line (MBL)

- Coordinate with designers, editors and suppliers to spread the company's new identity using different promotional items.
- Coordinate with designers and developers to structure and launch the company's websites.
- Coordinate with designers to build company's stands when participating in local and international fairs: Project Lebanon, IFAT Germany,...
- Administrate all company's websites and domains.

5- SPEED IN S.A.R.L. - Mtayleb, Lebanon

October 2009 till February 2010

- Marketing for Orange France Telecom and Google accounts.

Internships

March – April 2010: **Georges Mourra Office: Audit and Consultancy**

May – June 2008: **BLC Bank** – Bickfaya Branch

Courses & Workshops

Formatech: PMP Exam Preparation Course (PMI 35 hours training)

Business Etiquette

ESA Business School: Design Thinking

Negotiation Skills

Leadership & Personal Development

Morgan International: Discounted Cash Flow Analysis

Investment Decisions & Corporate Governance

Yields L.L.C: Effective Budgeting

Skills

- Languages: Fluent both in written and spoken of **Arabic, French** and **English**.
- Computer Expertise: MS Office (Word, Excel, Access, PowerPoint, Visio), SPSS, ICBS, LeERP, ATLAS, different Internet applications.