

Nathalie Athanas CV

General Information

Full Name: **Nathalie Athanas**

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I am holding a Courtesy Residence Card in Lebanon (Lebanese mother)



Employment History

Assistant Commercial Manager for Gezairi Transport – Beirut Lebanon (Aug 2016 - Present)

Key Responsibilities:

- Follow up and supervision of overseas operations, account & operations analysis.
- Container & manifest control as well as monitoring overall performance (Close coordination with local representative for containers control, movement, follow up & control storage and demurrage fees & invoices)
- Tracking of shipping vessels.
- Quick control follow up of vessels operation.
- Assist in the preparation of contracts, tenders and proposals.
- Accounting, auditing, invoicing, and payments follow up.
- Manage balance sheets and profit/loss statements
- Client prospecting, data management & entry, archiving, filing.
- Assisting HR Dept with preparing CVs to the employees/ updating addresses & chart organization.

Additional Experiences: I have experience in customs clearance preparation and some experience in coordination and logistic support, and working on ERP Solution System.

I also worked as a receptionist : answering phone calls and transferring internal calls between users. Schedule clients and customers, typing, and copying correspondence and documents.

Operations Manager & Co-Founder for BeirutBuy - Beirut Lebanon (Dec 2017 - Present)

Key Responsibilities:

- Manage & handle orders.
- Handle accounting and treasury.
- Stock management, budget preparations & Preparation of supply orders
- Analysis & business planning.
- Follow up with clients & partners.
- Find new suppliers & brainstorm ideas.
- Handle customer service.
- Internal documentation & product data entry.
- Social media management & video editing.

Additional Experiences: working on WordPress software.

Executive Assistant for Sheab Cargo Service - Beirut Lebanon (Jul 2015 - Jan 2016)

Key Responsibilities:

- Container & manifest control (Ensuring all bookings are received & updated within set timescales, following up with customers to keep them updated.)
- Customer service, customs clearance preparation and follow up.
- Maintain proactive inter-departmental coordination, in order to process the shipments on time
- Preparing & filling customs' bayan.
- Invoicing delivery orders, invoice auditing.
- Posting journal entries to ensure all business transactions are recorded
- Data entry & archiving.

Additional Experiences: working on Najem programme (customs' bayan programme).

Administrative Executive for Fahed Supermarket - Beirut Lebanon (Oct 2013 - Jun 2015)

- As a Receiving Supervisor: my responsibility is supervise daily delivery operations, planning and scheduling manpower. & communicate with companies to determine supermarket needs.
Maintain contact with vendors and service providers to ensure timely delivery of goods
Avoid overstock, monitoring inventory & follow up on returning all damaged items.
- As an Accounting Assistant: my responsibility is for checking for the price of products and any discounts or offers, preparing daily checks & controlling daily invoices and handled payments for suppliers.
- As an Cashier & Cashier Supervisor: responded as an Store cashier & cashier's requests for price checks, and handled the customer service.

Additional Experiences: I have been trained to add all items received to the stock system .

Receptionist & Cashier For Baytoute Catering - Beirut, Lebanon (Aug 2013 – Oct 2013)

Key Responsibilities:

- Answer phone call, takes accurate orders and manages their payments operating a cash register.

Executive Assistant for Al-Deaa Company for Export and Import - Lattakia Syria (Feb 2013 - Aug 2013)

Key Responsibilities:

- Customer service (Attend and reply to client queries and proactively update them on the status of their shipments)
- Follow up with Vessels' arrival and containers.
- Distribute and handle all incoming and outgoing correspondence.
- Planning and organizing Executive Director meetings
- Shipping notes preparation & invoice auditing.
- Handling Director's correspondence and ensuring the appropriate follow-up,
- Coordinate travel for staff (booking flights, accommodation, transportation), data entry & archiving.

Volunteer Experience

Event Coordinator For Creative Taps in Beirut, Lebanon (May 2016 – Aug 2016)

- Helped in coordination and logistics support for events and workshops.

Volunteer for Autism Association in Lattakia, Syria (2010 – 2013)

- Organizing and implementing fund raising festivals, art galleries and other events.
- Collaborating with many volunteers and sometimes leading a small group.
- Raising awareness for children with special needs.

Volunteer For Syrian Red Crescent in Lattakia, Syria (2010 – 2011)

- Taking First Aid courses.
- Helping refugees by providing some basic supplies.

Volunteer For Moubadiroun Association in Lattakia, Syria (2012-2013)

- Taking Psycho-social Support courses.
- Giving Psycho-social Support sessions for teenage refugees.
- Distributing gifts and giving support for children on holidays.

Volunteer For Limitless Nature Association, Syria (Mar 2010 – Aug 2011)

- Night marching in the mountains of Lattakia & Tartous governorates, support environmental causes.

Qualifications & skills

Academic Qualifications

- 2013 Diploma in Technical Institute of Banking and Financial Sciences at Tishreen University
Lattakia, Syria

Trainings

- Nadrus.com – online Certificates – May/June 2020
Certificate (Integrated Course Professional for Microsoft Office Word 2013)
Certificate (The best way to manage your emails using Outlook 2013)
Certificate (Statistical analysis course using IBM SPSS program)
- Udemy.com– online Certificates – August 2020
Certificate (Basics Computer Skills & Fundamentals)
Certificate (Data Security, recovery & Storage Hacking For Newbies)
- Nec Plus Ultra – Beirut, Lebanon - Apr 2018
Certificate (Implementing positive psychology in the Workplace)
- Syrian Arab Red Crescent (SARC) – Lattakia. Syria 2011
Certificate (First Aid Course)
- Hapag Lloyd Shipping – Lattakia, Syria - Feb 2012
Statistical sciences and applications
- Al Sultan for Exchange and Money Transfer – Lattakia , Syria 2012
Training in money transfer
- Shabab Project – Lattakia, Syria - Nov 2007
Certificate (Business Awareness Program)

Skills

- Confidentiality
- Quick Learning. & well organized.
- Attention to details.
- Teamwork spirit.
- Flexibility and adaptability
- Active Driving License.

Other Technical Skills

- Internet Research
- Software applications: Adobe Premiere Pro, Adobe Photoshop
- A good knowledge of Microsoft office 365 (Excel, PowerPoint, Word, Outlook/Email)
- A good knowledge of other programs (SPSS, ERP Solution System, WordPress software)

Languages

- Arabic: Native.
- English: Fluent (Reading, Speaking & Writing).
- French: Moderate (Reading, Speaking & Writing).

Interests

Interested in serving the most vulnerable and marginalized people.

Hobbies: Photography