

LEBANON, METN, BSALIM, SAINT ELIE ROAD
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NANCY ORFALI

OBJECTIVE

I am a motivated, dynamic, and reliable person who is looking to hold a position in an esteemed reputable and growth-oriented company. I would also be more than interested to work in a promising atmosphere where cooperation and mutual benefits are achieved among team members.

EXPERIENCE

March 2013-September 2020	BSC TRAVEL	ZALKA, Lebanon
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- ***Operations Manager:***

- Book air and ground transportation for clients
- Book hotel rooms for clients as desired, ensuring their needs are met
- Find the best pricing and options according to client's needs
- Work to meet weekly and monthly sales goals as established by the company
- Promote travel packages through local and social media
- Coordinate with other travel suppliers to offer a better service for clients
- Offer materials related to potential tours and excursions to clients
- Promote accommodations and travel services

January 2007-November 2010	SODETEL s.a.l	JAL EL DIB, Lebanon
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- ***Purchasing coordinator:***

- Prepare and process purchase orders and documents.
- Ensure competent quality execution of all regular purchasing duties and administrative works.
- Maintain complete updated purchasing records/data and pricing in the system.
- Execution and monitoring of all regular purchasing duties.
- Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- Assist in managing and following up overseas orders.
- Support relevant departments with quotations for the purpose of tenders.
- Coordinate with suppliers to ensure on-time delivery.
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers

TRAINING

2005	Lebanese Canadian Bank s.a.l.	Jal-El-Dib, LEBANON
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- *Teller and Back Office*

2003	Matco s.a.r.l	Kfarchima, LEBANON
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- *Sales Representative, Inteza Malizia Deodorant*

EDUCATION

October 2015-present:	American Lebanese Language Center
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Lebanon – Dbayeh

- Fundamentals of travel and tourism
- IATA certificate

October 2010- July 2012	KEDGE Business School
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France-Bordeaux

- MS – Masters of Science in International Business

October 2010- July 2012	Notre Dame University–Bordeaux Ecole de Management
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Lebanon-France

- MBA – Business Administration

2003-2006	Saint Joseph University	Mkalles, Lebanon
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- BA - Advertising & Marketing

2001-2002	Ecole Saint Georges	Bsalim, Lebanon
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- Lebanese Baccalaureate in Life Sciences

CERTIFICATION

2004	IAA Seminar	Louaize, Lebanon
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- Certificate of Achievement from the International Advertising Association: “From Theory To Practice” , held in Notre-Dame University.

2006	Georges Town University	Washington, U.S.A
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- English Certification, Higher Intermediate Level

COMPUTER SKILLS

- ☐ Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Power Point, Microsoft Outlook,
- ☐ Adobe Photoshop, Adobe Illustrator, Adobe Reader, Quark Express, Dreamweaver,
- ☐ S.P.S.S. (Statistics and Questionnaires Analysis).
- ☐ Focus accounting program
- ☐ Amadeus Ticketing Program

LANGUAGES

	Writing	Reading	Speaking
English	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>
French	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>
Arabic	<i>Fluent</i>	<i>Fluent</i>	<i>Fluent</i>

REFERENCES

Upon request.