

## ABOUT ME

Mariane Youssef

15 January 1997

## LEBANESE

## CONTACT



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0096171161847

Beirut, Lebanon



# LANGUAGES

ARABIC

Mother Tongue

FRENCH

B2

ENGLISH

B2

# MARIANE YOUSSEF

## PROFILE

Functional/Technical Consultant

## EDUCATION

MBA IN ACCOUNTING AND AUDITING  
(Sept. 2018-Present)

GPA: 3.3

B.S. IN MANAGEMENT INFORMATION SYSTEM  
(Sept. 2014-Jul. 2018)

GPA: 3.6

## EXPERIENCES

## FUNCTIONAL TECHNICAL CONSULTANT

(Mar. 2018-Present)

Dermaclinic – Hazmieh, Lebanon

- Implementation of an application for the management of patient files, the agenda with assisted appointment making, a management dashboard for basic accounting / financial needs
- Management and creation of exceptions to prevent application incidents
- Data project management and implementation of a report generation tool
- Monitoring of Reporting and Data visualization activity about monthly and annual performance
- Support for end users
- Collection, verification and organization of large amounts of information

## ADMINISTRATIVE ASSISTANT

(Sept.2017-Feb.2018)

Aldeco – Mansourieh, Lebanon

- Office invoicing
- Follow-up of suppliers and customers files
- Receiving phone calls and redirection to the right people
- Mail management
- Managing paper files from their creation, classification and naming through to when a file should be closed

## SKILLS

