

LANA ALJESHI

CONTACT

- Saida, Lebanon
- aljeshi.lana@outlook.com
- +961 76 737212

PALESTINIAN

D.O.B: MAR 23, 1993

EDUCATION

BS in Marketing & Advertising

GPA: 3.57/4

American University of Science and Technology (2014)

SKILLS

Computer

- Good command of MS office

Interpersonal

- Good communicator
- Multi-tasking
- Analytical
- Resourceful
- Adaptable
- Detail-oriented

CERTIFICATES

- Productivity and Workflow Workshop - Formatech
- Effective Telephone Skills Workshop - Formatech
- Microsoft Excel (Beginner & Intermediate) - Formatech

LANGUAGES

Arabic

Native proficiency

English

Full professional proficiency (verbal & written)

EXPERIENCE

Field Office Assistant– The Lebanese Association for Development - Al Majmoua, Lebanon (2015 - 2020)

- + Excelled in entering data with high attention to details, and speed with minimal errors.
- + Preserved applications and clients' records effectively, and ensured fast and accurate retrieval of archived records.
- + Transformed paperwork into simplified, effective charts and schedules for tracking monthly results
- + Maintained organization and consistency with the direct manager and other departments by screening telephone calls and inquiries and directing them as appropriate
- + Approached clients entering the office with a warm and inviting smile
- + Executed their promissory notes, and ensured that the second party is well informed with the terms of the contract
- + Carried out office financial clerks from cash collection to bank deposits, and petty cash management for monthly office purchases

Marketing Coordinator– Family Clinic, Lebanon (Winter 2015)

- + Organized promotional activities for new products and services
- + Shared ideas, recommendations, and plans to contribute to the optimization of marketing strategies.
- + Created paper marketing communication such as brochures and flyers, and participated in events to promote the clinic's services

Business Marketing Intern – BLC Bank, Lebanon (Summer 2014)

- + Handled telemarketing calls to promote the new HeyPay service
- + Filled up loan applications, checked incoming paperwork, and made copies of needed documents for loan applicants