



CONTACT



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Ghada Juan

ADDRESS



Zan - Batroun,
North Lebanon.

LANGUAGES

Arabic

French

English

SOFT SKILLS

Time Management

Communication

Team Work

Customer Service

Prioritization

Microsoft Office
(Word, Excel, PP...)

TRAINING :Workshop on
Negotiation & sales techniques,
Smartman - April 2019.

HOBBIES



GHADA JUAN

BUSINESS MANAGEMENT GRADUATE

EDUCATION

- **MBA in Business Management** - Holy Family University
- Faculty of Business - Batroun, Lebanon. Graduated in **July 2018**.
- **Bachelor of Science in Business Management** - Holy Family University
- Faculty of Business - Batroun, Lebanon. Graduated in **June 2016**.
- **Lebanese Baccalaureat in Economical Sciences** - College Sainte
Famille Maronite - Batroun, Lebanon. Graduated in **2013**.

PROFESSIONAL EXPERIENCE

- **Bureau Veritas : Part-Time Coordinator.**
Dora, Beirut Governorate.
January 2020 – March 2020.

DESCRIPTION :

- Provide feedback to management on shipment process as represented by our prospects / broker / consultants
- Managing deadlines and progress across the team to ensure the project is delivered on time.
- Delegating tasks to appropriate team members.
- Analyze work flow processes and communications for potential improvements in efficiency, accuracy and customer experience.

- **Smart Man : Administrative Assistant.**
Halat, Mount Lebanon Governorate.
March 2019 – September 2019.

DESCRIPTION :

- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Screening phone calls and routing callers to the appropriate party.
- Maintaining professional communication via phone and mail with customers and business connections.
- Filing corporate documents, records and reports.

- **GTA Computer : Database Administrator.**
Jounieh, Mount Lebanon Governorate.
September 2018 – March 2019.

DESCRIPTION :

- Preparing and sorting documents for data entry.
- Entering data into database software and checking to ensure of its accuracy and legitimacy.
- Responding to information requests from authorized members.

- **Le Six Hotel and Resort : Front Desk Receptionist.**
Kfaarabida, North Governorate.
May 2017 – August 2017.

DESCRIPTION :

- Greeting and welcoming guests and providing them with a positive first impression of the organization.
- Complying with procedures, rules, and regulations on keeping a safe and clean reception area.
- Managing digital and hard-copy filing systems.