

Jocelyne K. SKAFF

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Nationality: Lebanese.
Marital Status: Single.
Sex: Female.

PROFESSIONAL EXPERIENCE

2014 – 2020 **NATIONAL BEVERAGE COMPANY S.AL.** **Beirut, Lebanon**
(a Member of Aujan Coca-Cola Beverages Company)

National Beverage Company is a Lebanese sales, distribution, production and bottling organization, operating in Lebanon. They are bottler of Coca Cola in Lebanon, (Coca-Cola, Fanta, Sprite, Schweppes, Canada Dry) and Nada Mineral Water. They are owners of Rani & Barbican Brands.

- 2014 – 2020 : **Executive Assistant to Business Unit Director / HR Officer**

Manage BU Director and administration office. Tasks include: business correspondence, travel organization for all company travelers, customers contracts, maintenance contracts, stationary purchasing, company archive and other minor tasks, supervising a team of 9 persons (receptionist, guards, drivers, and cleaners).

HR tasks include: company medical insurance, organization of employees master data files, fleets fuel consumption file, attendance system, staff events organization, training organization.

2003 – 2014 **NATIONAL BEVERAGE COMPANY S.AL.** **Beirut, Lebanon**
(Coca-Cola Bottler in Lebanon) TRANSMED S.A.L. Group

National Beverage Company is a Lebanese sales, distribution, production and bottling organization, operating in Lebanon. They are bottler of Coca Cola in Lebanon, (Coca-Cola, Crush, Sprite, Schweppes, Aquarius, Canada Dry) Pampa Juice and Nada Mineral Water. They were owners of Cornelli Ice Cream brands.

- 2003 – 2014 : **Executive Assistant to Chief Executive Officer
& to Chief Operating Officer**

Manage CEO, COO, and administration office. Tasks include: business correspondence, travel organization for management, reconciliation of top management personal bank accounts, customers contracts, maintenance contracts, stationary purchasing, company archive and other minor tasks, managing a team of 5 persons (receptionist, drivers, and cleaners).

- 2008- 2014 : **Marketing Officer**

Coordinate with advertising agencies for events and promotions, align and authorize new artwork designs for products developments (Pampa Juice & Cornelli Ice Cream), in addition to responsibilities as Executive Assistant to CEO and COO.

1991 – 2003 **TRANSMED S.A.L.** **Beirut, Lebanon**

Transmed, currently operating in more than 10 countries, is a full service distributor, managing and controlling the entire distribution value chain, their services cover supply chain, logistics, distribution, sales and promotions with best in class execution. Established in Lebanon since 1946, Transmed focused on the distribution of a very extensive range of Household and Personal Care Products from Procter & Gamble and Clorox, and in parallel developed the distribution of Food products starting with Mars confectionery range, and expanded it throughout the years to include McCain, Danone baby food, United Biscuits, Kellogg's, Mondelez, Bahlsen, Perfetti, Siblou, Junior croissants, Castania kernels, Walkers biscuits as well as many other brands.

- 1997-2003 : **Assistant to Financial Manager**
Assisting F&A Manager in administrative and secretarial tasks.
- 1991-2003 : **Accountant**
Handling payable accounts, and issuing local suppliers checks for non-stock purchases.
Reconciling van sales operation accounts for approximately 60 sales representatives.
Checking and controlling accounting vouchers.

EDUCATION

1989-1991

Y.W.C.A. TECHNICAL STUDIES

Beirut, Lebanon

- Administrative Secrétariat / Computer Courses

PROFESSIONAL TRAININGS & SEMINARS

- **Interpersonal Managing Skills** - Transmed S.A.L. - Beirut

Helping Transmed Financial Manager preparing and presenting the course to Transmed managers.

- **Retail Messaging Workshop** - The Coca-Cola Company Middle East – Jordan

- **Train the Trainer** – National Beverage Company SAL – Beirut

REWARDS

- **Employee of the year 1998** - Transmed S.A.L. Beirut

SKILLS

Languages

: Arabic (Native) – French – English (Fluent in all)

Computing

: Microsoft Office

Last updated: May 2020