

Ibtissam Ghazi NASSER

Business analyst

Personal Info:

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Tripoli, Lebanon.

Software:

MAP (Business architect).

Omega (Accounting).

Softwave (Accounting).

Adobe Illustrator.

Venda POS.

Noria (Warehouse).

Microsoft Office (Word, Excel, Power Point, Project).

Languages:

Arabic: Native.

English: Excellent.

French: Good.

Skills:

Abstract thinking.

Analytical thinking.

system thinking.

Communication.

Multi-tasking.

Teamwork.

Public speaking.

Time management.

Hobbies:

Reading.

Painting.

Hiking.

Cycling.

Experience:

Feb 2019-Present:

- Business analyst at Intelligile:

1. Develop a strategy methodology with the team:

-Conduct researches and brainstorming on how to develop the strategy methodology (references such as balanced scorecard and BMM).

-Apply the methodology on **two projects** for MEDIX distribution (pharmaceutical products), and Perla Lebanon (tissue paper co) and develop their strategy MAP.

-Act as a **Project manager** for MEDIX strategy project: Develop a project plan, monitor and evaluate the project, handle most of the communication with the stakeholders.

2. Develop reference model for finance concerning the main activities and sub-activities based on standard bodies (APQC, APICS), model and analyze the data on MAP, discuss it with the leader to enhance it.

-Part of project for the **Municipality of Tripoli**: Develop Activity model and processes of developing the budget.

3. Develop procurement reference model with the team
4. Observer about the other operations such as warehouse and logistics, production.

Feb 2020-jul 2020:

- **Accountant** at Issa Bakery:

Daily transactions from the opening of the bakery (2019), account statement, rapprochement, trial balance, unit cost, data analysis, auditing, payroll.

Apr 2016-Jan 2017

- Branch Manager at Al Amine Roasteries: Responsible of the branch, employees and warehouse, order and estimate quantities, cashier.

Internship:

Apr 2018-Present:

- Attend program "Steps to success" with INJAZ:

Jul-Aug 2018:

Admission clerk at New Mazloun Hospital.

March-Apr 2018:

- **Accountant** trainee at Smart office: Audit, daily transactions, NSSF, inventory, reconciliation, payroll.

Jul 2015-Feb 2016:

- **Accountant** trainee at Samih Kassem's office: Payroll, bookkeeping, NSSF, reconciliation.

Freelance:

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|---------------|---|
| January 2019: | • Surveyor at March NGO:
Fill out questionnaires, prepare daily report. |
| June 2017: | • Assistant Manager at Builtex Construction:
Prepare contracts and invoices, social media follow up. |

Education:

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|------------|---|
| 2017-2018: | • Master one of Business Administration-Accounting and Auditing-Lebanese University |
| 2013-2017: | • Bachelor of Business Administration -Accounting and Auditing-Lebanese University. |

Volunteer in:

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|-------------------|---|
| May 2021-Present: | • Green Shift: Handle the budget and the finance of the NGO. |
| 2021-Present: | • Nabdet Amal: Contact and deliver foods, coordinate and plan with the team. |
| 2014-2020: | • Sufara'a Al Kheir (Chabeb Al Salah): Coordinate and plan events for kids and elderly, fill out forms, contact and deliver needs for families. |
| March 2019: | • Injaz NGO: Training session "more than money". |
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