

# Solange Bou Haidar

Very organized and motivated, capable of working under pressure due to time management skills.



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03786973



Biaqout, Lebanon



26 June, 1972

## SKILLS

Computer Skills :  
Microsoft Office  
(Word, PowerPoint,  
Excel)  
Fox Pro  
Adobe Acrobat

Interpersonal Skills  
Communication Skills  
Negotiation Skills  
Leadership Skills  
Time-Management

## LANGUAGES

Arabic  
Full Professional Proficiency

English  
Full Professional Proficiency

French  
Full Professional Proficiency

## EDUCATION

### Bachelor in Business Administration: Accounting and Finance

Lebanese University - Faculty Business and Economics

1992 - 1995

### Bachelor in Business Administration: Marketing and Management

Lebanese University - Faculty Business and Economics

1995 - 1996

### French Baccalaureate

Sainte Famille Francaise Fanar

1972 - 1991

## WORK EXPERIENCE

### Head of Finance Office

OGERO ( Telecom Operator )

2010 - Present

Budgeting - Reporting & Statistics

Achievements/Tasks

- Head of a team that revised and implemented a new financial coding system
- Database concerning Petty Cash for Maintenance & Generators Operations
- Working on the Technical directorate budget under critical conditions

### Assistant Manager

AGEC

2003 - Present

Achievements/Tasks

- Financial Advisor and Consultant
- Budgeting and Accounting
- Marketing Advisor
- Costumer Relation & Follow up

### Financial Assistant

OGERO ( Telecom Operator )

2001 - Present

Responsibilities include preparing and controlling the budget, producing performance reports, developing and distributing appropriate coding system, streamlining the information flow between the Finance and the Technical Directorates:

Budgeting- Reporting & Statistics

- **Budgeting:** Coordination between the Finance and the Technical directorates - Batch Control for the Technical directorate - Budget Management (Preparation & Follow up) - Petty Cash handling (Verification & Follow up)
- **Reporting:** Weekly report presentation - Data entry in the relative database
- **Statistics :** Customer lines installed, moved, rehabilitated by Installation teams - Capture value of the performance of the Maintenance activities

## **Head of Marketing**

### **D-Light**

*2008 - Present*

*Achievements/Tasks*

- Set, monitor and report on team goals
- Coordinate sales and marketing efforts to boost brand awareness
- Design branding, positioning and pricing strategies
- Analyze consumer behavior and determine customer personas

## **ADMINISTRATIVE ASSISTANT**

### **Workplace/Company**

*1996 - 2000*

*Achievements/Tasks*

- All administrative work in the directorate
- Distributing the administrative memos
- Archive (Archiving workflow for the directorate)
- Reporting (Weekly & Yearly Faults Reports)

## **Accountant**

### **M.T.A SARL**

*1995 - 1996*

## **Marketing Sales**

### **Spring hills**

*02/1995 - 08/1995*

## **Training**

### **OGERO/ Lebanon Telecom**

*Training:*

- Autocad
- Access
- Telecom Platform for Non Technical

## **Training**

### **Telia Academy - Swedish Telecom**

*Training:*

- Customer Service, Sales and Marketing
- Vision 2005
- Budgeting & Project Management
- Time & Resource Management
- Competence Development

## REFERENCES

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Eng. Tony Hanna +9611858585

*Technical Director Ogero*

Eng. Rayane Abdel Samad +9611841262

*Technical Directorate, Assistant Director Ogero*