



✉ marianohra000@gmail.com
 🏠 Dekweneh
 📅 Date of birth 06/06/2000
 🇱🇧 Lebanese
 📞 +961 81 670 760

Languages

French
Fluent

English
Advanced

Arabic
Native

Computer skills

Microsoft Office :

- Word
- Power Point
- Excel
- Access
- Outlook

Remote Communication Tools

- Microsoft Teams
- Zoom

Workshops

- Transversal Soft Skills Training - Min Ila NGO- 26/02/22
- Job skills training - Min Ila NGO- 19/02/22
- Time Management - Service de l'insertion professionnelle SIP USJ - 20/10/21
- Self-Awareness and career Decision Making - Service de l'insertion professionnelle SIP de l'USJ - 22/09/21

Interests

Singing

Piano

Basketball

Hiking

Swimming

Social networks

in
@www.linkedin.com/in/Maria-Nohra

f
@https://www.facebook.com/maria.nohra.7

@ @maria.nohraa

Maria NOHRA

Business Administrator

Hard working fresh graduate, with relevant experience in the administration. A qualified profile with strong skills, always aiming to contribute through my knowledge and technical expertise to the success of the organization I am working in.

Education

- **Master's degree in Business Administration and Management, General**
Since September 2021 [Université Saint Joseph](#) de Beyrouth
Named on the Honor List
- **Bachelor degree in Business Administration and Management, General**
From September 2018 to May 2021 [Université Saint Joseph de Beyrouth](#) Achrafieh
- **Lebanese Baccalaureate, Economic Science (ES)**
From October 2003 to June 2018 [Notre Dame Des Apotres \(NDA\)](#) Kab-Elias

Experience History

- **Cost-Control**
From February 2022 to April 2022 [Next Ideaz](#) in Sama-Chtaura Restaurant - Bekaa
 - Daily data entry for the production
 - Data entry for: purchase order, daily transfers, daily wastage on Omega
 - Daily inventory spot-check
 - Comparing spot check results with the POS
 - Editing prices, based on our costs and competitor's prices
- **Internship**
From June 2021 to July 2021 [ALFA INTERFOOD S.A.L](#) Makseh - Chtaura
Analytical Accounting
 - Following the production process from the purchase of raw materials till the final product
 - Checking In/Out activity of the stocks (raw material, semi-finished product, and the finished product)**Export Department**
 - Preparing offer lists using Excel
 - Checking the client order, and adding it to the system
 - Inserting shipment information
 - Organizing the necessary documents needed for exportation
 - Booking and tracking orders.
 - Volume and value comparison
- **Digital Internship**
From June 2021 to July 2021 [BANK BEMO S.A.L](#) Ashrafiyeh
A digital internship program at BEMO BANK from June 14 till July 16. The program aimed to provide an insight on the Banking activities through a digital learning plan which includes presentations, and a project at the private banking department.
- **Internship**
From August 2020 to September 2020 [SICOMO S.A.L](#) Kab-Elias
Sales Department :
 - Confirming and creating customer orders
 - Checking the quantity and availability of goods before sending them to the customer
 - Checking the information on the Bill of Lading
 - Preparing: packing lists, delivery notes, and invoices**Accounting Department :**
 - Preparing payment receipts
 - Helping bank with the reconciliation
 - Organizing, scanning, and arranging accounting documents
 - Preparing documents for auditors
- **Hostess**
From June 2018 to September 2019 [Crowned agency](#) Saghbine
Developed personal, multitasking and communication skills, while learning how to interact with customers and people from different countries

Skills

Advanced communication and presentation skills.

Strong organization and prioritization skills.

Excellent qualitative and quantitative report writing skills.

Advance ability to report and deliver on deadlines.

Adaptability, creativity, multitasking.

Ability to Work in a team, and under pressure.