



BETINA NAIM

18/6/1997

PERSONAL PROFILE

i am a hardworking, resourceful and ambitious economics graduate with extensive understanding of economic theory and its practical implications. Possessing an ability to communicate complex and sensitive information in an understandable form to colleagues and clients.

SKILLS & ABILITIES

- Motivated, well-disciplined individual
- Finds joy in assisting others
- Knowledgeable in conversational English, Arabic, and French
- Team player

CONTACT INFORMATION

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Dekwaneh, Lebanon

EMPLOYMENT HISTORY

Celebrities Coordinator - JOY AWARDS

Freelancer / Riyadh - Saudi Arabia

- MBC Group (December 2021 - February 2022)
- Ability to multi-task: telephones, computers and guests
 - Provide personal services of the highest level
 - Project an approachable and professional image in personal appearance and manner
 - Be knowledgeable of all in-house and arriving guests

Procurement and HR Officer

Medvision LLC (September 2020 - December 2021)

- Supervising staff
- Maintaining positive supplier relations
- Evaluating supply options
- Approving purchases, and maintaining accurate records
- Recruiting and handling Payroll

Accountant & Personal Assistant

Medvision LLC (August 2019 - December 2021)

- Analyzing financial data so they can recommend ways to help the organization run proficiently.
- Conducting a risk analysis evaluation.
- Taking care of tax returns and making sure they're paid in time
- Helping with time management

Freelance Accountant

Betykall Aluminium (January 2017 - Present)

- Daily journal voucher entries
- Employee Payroll
- Accounts Payable Entries and statements
- Accounts Receivable Entries and statements

Economics & Sociology Teacher

AfterSchool Center(June 2019 - August 2021)

Ecole Sup Center(March 2019 - September 2020)

- Sharing Knowledge about Microeconomics, Macroeconomics, Economical and Social Theories
- Preparing Students for Lebanese Baccalaureate from A to Z

Accountant Cashier

CarpetPlus - Dbaye(July 2018 - January 2019)

- Responsible for cash transactions, debit and credit
- Recording Purchases



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TRAININGS

- ISO 13485 Certification in Accounting, Procurement And HR
- Quality Management System
- Private banking training
(Société Générale de Banque au Liban)

COMPUTER SKILLS

- Proficiency in Microsoft Office: Excel, Word, PowerPoint, Outlook.
- Matrix Accounting Software
- Database

EDUCATIONAL HISTORY

Lebanese University - Achrafieh (2016-2020)

Bachelor of Economics Studies

Sainte Famille - Zalka (2012-2015)

Lebanese baccalaureate in economical science

Notre Dame des Apotres - Rawda (2000-2012)

LANGUAGES

- English, French & Arabic (Mother Language)

INTERESTS AND HOBBIES

- Interested in studying different languages
- Photography
- Writing and Reading
- Tennis
- Swimming