

# Mayssaa Nabha



## Contact



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Beqaa, Lebanon

## Education

### Bachelor's in Business Administration

El Imam Ouzai University Beirut

09/2017-07/2021 Beirut Lebanon

### Commercial Science

NDC-College our lady of the Consolata

09/1998- 07/1999 Beqaa Lebanon

## Highlights

- Admission Manager with 20 years of experience
- Led teams of up to 20 employees
- Won many appreciations certificates

## Certifications

### General NGO Training

Leap forward 03/2022

### Conflict Management

Alfa Pro 10/2020

## Languages

English –Full Professional Proficiency

Arabic – Native

French –Full Professional Proficiency

Deutsch-Intermediate

## Summary

Dedicated and focused data entry professional who excels at prioritizing completing multiple tasks effectively and simultaneously, organizing to achieve project goals. Adept at supporting financial administration. Experienced with the delivery of excellent customer service. Seeking a role of increased responsibility and authority.

## Skill Highlight

- Database management
- Team management
- Procurement and logistic skills
- Financial Administration support
- Excellent communication skills
- Detail-Oriented
- Aptitude in problem-solving
- Training & coaching Team

## Experience

### Admission Manager

Libano-Francais Hospital

5/2008-5/2022

Beqaa, Lebanon

- Facilitate, monitor and/or oversee department purchasing, inventory and requisitioning of supplies and equipment
- Providing full financial administration support for the financial controller in payroll, invoice and document management.
- Perform data entry, editing, and revision of meeting minutes, reports, and the Office of admissions procedural manual
- Manage audit of timesheet entries and leave slips for staff
- Prepare reports by compiling data and statistics from various departmental resources
- Assist in the planning and coordination of logistics, contracts, payrolls
- Support supervisors through the onboarding of new employees
- Motivation and commitment to humanitarian work and values
- Reviewing, updating and maintaining financial and business forms to manage financial activity

### Admission Assistant

Libano-Francais Hospital

2-2001-5/2008

Beqaa, Lebanon

- Ensured all inquiries and enrolments are accurately maintained on the database with relevant documents attached and filed appropriately
- Provided a high level of customer service to patients and their acquaintances
- Translated feedback into improvements in the admissions process

### Admission Assistant

Mais Hospital

1/1999-1/2000

Beqaa, Lebanon

- Supported with data and file management and financial transactions Admission Manager
- Assisted the manager to carry out the weekly work plan
- Ensured that the department is pursuing all the legal and administrative decisions