

Ranime Jajie

Nationality: Lebanese

Gender: Female

Date of birth: 30 September 1992

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Address

Fakhoury Building, Mazloun Street, Dam w Farez, Tripoli

Skills

Good communication skills, Project management, Meticulous, Familiar with a vast array of languages, concepts, and technologies, including Microsoft office (Word, advanced Excel, Power point, Access, Project) and Salesforce.

Education

- | | |
|-------------------|---|
| 2020-2022: | Master's Degree– Major: Engineering Management
University of Balamand, koura campus
(Expecting to graduate in December 2022) |
| 2010-2016: | Engineering Diploma – Major: Biomedical Engineering.
Al Manar University of Tripoli, Abi Samra. |
| 2009-2010: | Lebanese Baccalaureate – Concentration Life Science.
Fadel Mokkadem High School, Zehriye, Tripoli. |

Volunteering (2 years)

Social Worker with Sawa Mnjah Local NGO (2018-2020):

- ✓ Working closely with specific groups of community like children, elderly, and families in crisis by conducting home visits to assess their needs in order to provide them with support, resources, and assistances.
- ✓ Gathering information based on tools and assessments.

Beirut Blast Volunteering (August 2020):

- ✓ Cleaning the houses and streets of the damaged areas.
- ✓ Distributing supplements and goods like food, milk, diapers etc.
- ✓ Collecting data about the needed supplements.

Biomedical Sales Engineer (December 2015- October 2019):

-Alphatech Company (December 2015- September 2016)

-Promedic Holding (October 2016- October 2019)

- ✓ Collecting data from the hospitals about the needs, brands and prices.
- ✓ Preparing and delivering technical presentations explaining equipment and services to engineers, Drs and prospective customers.
- ✓ Conferring with engineers and Drs. to assess equipment needs and to determine system requirements.
- ✓ Collaborating with sales teams to understand customer requirements and provide sales support.
- ✓ Planning and modifying products to meet customer needs.
- ✓ Helping engineers in solving problems with installed equipment.
- ✓ Installing purchased equipment.
- ✓ Training nurses and Drs. On the proper use of new equipment.
- ✓ Weekly data entry and follow-up on Salesforce.

Own Business in Selling Medical Water Filters (November 2019-October 2020)

- ✓ Collecting Data from hospitals about the filters they use, their prices, their specifications etc. in order to set our prices and stock according to the market price and consumption.
- ✓ Contacting the supplier to ship the goods from Denmark to Lebanon.
- ✓ Meeting with the Drs. and purchasing departments to take orders.
- ✓ Preparing offers and bids depending on the hospitals' specifications.
- ✓ Preparing invoices and maintaining digital records.
- ✓ Installing the filters and training the nurses on their usage and installation.
- ✓ Collecting checks and cash from the hospitals with the needed data recording.
- ✓ Stock inventory on periodic periods to assure the products' availability.
- ✓ In other words, running the medical water filters sales business by doing everything from A to Z.
- ✓ Multitasking by being the Manager, the seller, the procurement officer, the accountant, the driver, and the check collector etc.

Project Coordinator (April 2022- Present) at Okta Digital

- ✓ Monitoring the daily progress of projects.
- ✓ Providing detailed updates to project managers or other stakeholders.
- ✓ Ensuring team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits.
- ✓ Organizing reports, invoices, contracts, and financial files for easy access.
- ✓ Writing weekly and monthly reports.
- ✓ Planning meetings and organizing project logistics.
- ✓ Documenting the project stages, quality, and output.
- ✓ Internal communication with the staff to track the whole process.

References

Farouk Bacha	Samar Jreij	Rola El Khoury
CEO	Sales Supervisor	Manager
Okta Digital	Promedic Holding	Alpha-tech
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