



NESSRINE GHADER

Financer

About Me

A highly motivated university graduate with GPA 3.40 ; able to provide key analytical support to any company manager.

Has the ability to work under pressure , and respects deadlines.

Eager for learning new information , and fast learner



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3000,Lebanon,Saida St. Abra

LANGUAGE

- Arabic (fluent)
- English (entermediant)
- French (basic)

EXPERTISE

- Management Skills
- Creativity
- Communication skills
- Negotiation
- Critical Thinking
- Leadership
- Problem solving
- Support System

EXPERIENCE

Business Development Manager

Dow Group

1/05/2023 till now

- Store manager for SugarYok
- Data entry specialist for Odoo websites.
- Call center Management and Training Sessions to the leads of Dow Group.
- Supervisor and Head of sales on workers in SugarYok Store & YallaPuppy.
- Sales on LinkedIn for Odoo Website.
- Handling CRM and monitoring the sales.

Volunteer

Development of People and Nature Association - DPNA

1/9/2022-till now

- Perform the project manager tasks such as preparing invoices, estimates, scheduling meetings, etc.
- Keep track of and report on project progress Maintained databases by entering new and updated customer and account information.
- Develop and maintain a filing system.
- Provided Data organization to convey the gathered-on field information or any source of data acquired.
- Aided in remodeling all confidential data to ensure security of any project on hand
- Maintaining a detailed and organized storage system to ensure data entries are complete and accurate.

Supervisor and DataBase

Bizri Dental Clinic

1/5/2021-1/11/2021

- Registered database Management and Data Entry.
- Supervised three Labs and coordinated there follow ups.
- Managed Health Admission and Registration.
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Assessor , Work Flow Facilitator , Information Desk Officer , Data entry

Volunteer in Turkish Trauma and Emergency Hospital | Medair

1/6/2020-1/5/2021

- Established communication between patients and staff.
- Supervised UNHCR and others field vaccination campaigns in different Lebanese Villages.
- Conducted awareness and ensure that all patients are kept well-informed.
- Attended Different activities related to Trauma and Emergency
- Conducted communications between patients and staff

Information Desk Officer

Hariri Foundation for Sustainable Human Development

1/1/2020-1/6/2020

- Assisted Patients to complete the vaccination registration on COVAX platform.
- Directed the Project team on Procurement Procedure.
- Assisted the Project Team on Financial Procedures. Organized all office documents

Admin Intern | Disaster Risk Management Unit

Federation of Saida-Zahrani Municipalities

1/9/2019-1/1/2020

- Assisted in data Cleaning and organization.
- Assisted in preparing and publishing weekly COVID-19 Status Report.
- Established daily meetings and events.
- Contributed in Managing the Socioeconomic Relief Fund.

EDUCATION

Lebanese International University

Bachelor of Banking and Finance , GPA: 3.40
2019-2021

SKILLS SUMMARY

- Microsoft Skills:
Word , Excel , PowerPoint
- First-Aid
- Sales skills
- Copy-editor
- Interpersonal skills
- Customer Service Skills