

Sara Al Ali

Tel. Lebanon (+961) 3849539
sara.mo.alali@gmail.com

EXPERIENCE

Restart Center, Lebanon — Administrative & Finance Officer
January 2019–July 2022

Restart Center, Lebanon — Administrative & Procurement Officer
February 2014–December 2018

Infopro, Lebanon — Telemarketing Executive
September 2011–February 2012

EDUCATION

Lebanese American University, Lebanon — Masters in Business Administration–MBA
January 2021–July 2022

Arts, Sciences & Technology University in Lebanon (AUL), Lebanon — BA Degree in Business Administration
September 2008–August 2011

Lebanese University, Lebanon — BA Degree in Political & Administrative Sciences
September 2006–July 2010

Zahia Kaddoura High School, Lebanon — Lebanese Official Baccalaureate in Social & Economics
September 2004–May 2006

SKILLS

Excellent Organizational skills

Communication skills

Computer: Ms Office Suite including Word, Excel, Power Point, Outlook, Open Office, & Ms.Access.

LANGUAGES

Arabic,English,French

Trainings

UNHCR, Lebanon— *Training on Safe Road Use for Managers*

December 2020-2021-2022

Leb Mash, Lebanon— *Training on LGBT Mental Health for Mental Health Professionals*

May 2018

UNHCR, Lebanon— *Fleet Management Training*

December 2017

UNHCR, Lebanon— *Procurement Measurements*

September 2017

Restart Center for Rehabilitation of Victims of Violence & Torture, Lebanon— *Training on “The early screening and identification of Victims of Torture”*

April 2017

Dar Al Musawir, Lebanon— *Advanced Photography*

February 2013

Mediterranean Bank, Med Bank, Lebanon—Teller & Customer service Operator

August 2010

Al Baraka Bank, Lebanon—Product Marketer

April 2010