

Cynthia NAHHAL

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OBJECTIVE

Be a part of a professional company that satisfies my ambitions, where I can utilize my skills and knowledge, and provide me the career improvement that I am looking for.

WORK EXPERIENCE

Document Controller

Jul 2022-present

HAUSMAN (Sister Company of MAN Enterprise)

- Controlling and maintaining access to all agreements/contracts related to the company ; electronic as well as hard copy accessibility(if needed)
- Prepare processes and procedure for Facility Management
- Checking payments and invoices according to contracts
- Coordination with subcontractors in terms of payments, requesting quotations/offers for our projects

Administrator

May 2017-Jun 2022

MAN Enterprise

- Updating employees' information on system (vacation days, sick leaves ...)
- Enters and manipulates data and information in any software applicable by the company
- Oversees and coordinates office administrative procedures and reviews, evaluates and implements new procedures.
- Check Mena (HR software)/SoftMind (old attendance system), and bsmart (new adopted attendance system) vacations
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Assist colleagues whenever necessary

Archiving Assistant

Aug 2015-April 2017

Badri & Salim El Meouchi Law Firm

- Aid the filing & Library officer in organizing, directing, controlling and promoting the activities of the firm
- Support other positions in the firm such as: reception, and Administrative Assistance.

Internship

Oct 2014

NDU Libraries, Zouk mosbeh- Lebanon

Private lessons

2012-2014

Grade 2 and Grade 5

EDUCATION

Master 1 Degree in Information Science

2016- 2017

Lebanese University, Faculty of Information, Section II, Jdeideh –Lebanon

Bachelor Degree in Information and Communication

2012- 2015

Major: Information Science

Lebanese University, Faculty of Information, Section II, Fanar – Lebanon

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, Power Point

LANGUAGES

First Language (Arabic), Very Good Spoken and Written (French), Good working knowledge (English).