

Sarah Abou Hadir

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PROFESSIONAL EXPERIENCE

White Label – Operations Manager

- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems and processes
- Formulate feasibility studies and proposals for the American University of Beirut
- Examine financial data and use them to improve profitability
- Manage budgets and forecasts
- Perform bids proposals
- Train and supervise a team
- Generate statistical & Analytical reports on Omega and Access

01/2023 – Present
Beirut, Lebanon

Majestic River – Inventory and Logistics Management

- Monitored inventory to have the right products in stock on a weekly basis
- Created inventory plans and organize distribution between units
- Negotiated new contracts with suppliers
- Oversaw operations and handled customer complaints
- Generated financial reports, sales forecasts, budgeting for expenses and estimations for breakeven point on a monthly basis
- Recruited and onboarded new employees based on specific profiles

05/2022 – 12/2022
Kinshasa, RDC

Consulting Security Protection (CSP) – Payroll Manager

- Supervised employees' paychecks
- Calculated net wages while considering deductions for leaves, overtimes and holidays
- Arranged weekly, monthly, quarterly and year-end reports
- Recruited new employees and created new opportunities for internships while conducting assessments

09/2021 – 05/2022
Kinshasa, RDC

The Financial Primes – Financial Advisor

- Met with customers to present analyzed and interpreted data and proposed adapted solutions
- Prepared reports using SWOT analysis to identify companies' organizational strengths and weaknesses to develop strategic initiatives
- Proposed recommendations based on data collected and described offers on the capital market
- Supported the head department in projects for client companies
- Onboarded employees and assigned tasks for interns

05/2021 – 09/2021
Beirut, Lebanon

Lebanon & Gulf Bank (LGB) – Internship

- Worked with customers handling the daily transactions
- Attended with account creation, opening accounts and processing loans
- Assisted in reviewing loan files and analyzing deposit accounts and credit reports

09/2020 – 11/2020
Beirut, Lebanon

United Management Group (UMG) – Internship

- Used portals for bidding purposes and invoicing
- Got exposed to Tally Accounting software for accounting exposure
- Assisted in filing, data entry, and recording complete financial records

06/2019 – 09/2019
Abu Dhabi, UAE

EDUCATION

Bachelor of Arts in Economics

American University of Beirut

08/2017 – 09/2020
Beirut, Lebanon

French Baccalaureate, Economics and Sociology

Grand Lycée Franco Libanais (GLFL)- Option Internationale du Bac (OIB)

09/2001 – 06/2017
Beirut, Lebanon

SKILLS

Coding

Python (beginner)

Microsoft Office

Word, Excel, Power Point, Clio

LANGUAGES

English (Full proficiency)

French (Full proficiency)

Arabic (Full proficiency)

Spanish (Beginner)

EXTRACURRICULAR AFFILIATIONS

Community Service

- Volunteered in training program of the Lebanese Red Cross
- Supported Doctors and Patients in the in-patient and out-patient units at the Children Cancer Center of Lebanon

Beirut, Lebanon

Sports

- Got selected between 900 students to participate in the International Youth Games Championships in France as an annual youth competition in sports activities for a week

Grenoble, France