

Manuella Saade Tabbal

00961-71-255223

Manuellasaade6@gmail.com

[linkedin.com/in/manuellasaade](https://www.linkedin.com/in/manuellasaade)

Highly motivated and enthusiastic individual looking to fill a long-term position in humanitarian Field; using my communication and problem-solving skills to help individuals living adjustment to the challenges in their lives. Eager to work in a high-volume operation environment that has strong growth potential and to maximize 8 years of experience in controlling emotional involvement, acceptance confidentiality & individualization.

Experience

ACTION AGAINST HUNGER ■ Beirut, Lebanon

Logistics Assistant (November 2022 - Present)

Action against Hunger is an international non-governmental, private, apolitical, non-religious and non-profit organization created in 1979. Its goal is to combat hunger and dangerous situations that threaten men, women, and children. It works on projects concerning four areas of focus: nutrition, health, food security and water and sanitation. As Logistics assistant in ACF, my main duties are as follow:

1. Support in the optimization of internal tools
2. Supply chain management
3. Support in the analysis of the indicators defined through consolidating data, creating graphs, and drafting reports.
4. Deal with the suppliers visits to the office.
5. Crosscheck the payments with Procurement, contract follow-up and purchase dossiers.
6. Support the Log Officer & LogCo in development of monthly reports.
7. Coordinate the Mail between Beirut and the bases.

INSAN ASSOCIATION ■ Beirut, Lebanon

Outreach Officer (May 2021-July 2022)

Social Worker (Oct 2020 – April 2021)

Community Mobilizer & Paralegal Officer (May 2019- Sept 2020)

Insan Association is committed to **UNCRC**, her objective is working on promoting Children's rights to: Education, Schooling, Social Integration & Psychological Wellbeing in order to live independently with dignity. I Joined the association in May 2019 as Paralegal Officer and after success in my role I have been promoted to Social Worker and now handling the role of Outreach Officer. During these years of expertise, my main duties and accountabilities listed on:

1. Maintaining a detailed channel of cooperation resulting in fulfilling the needed quota.
2. Supporting community activities abiding to the mission statement of the association.
3. Performing repetitive home visitations and documenting the progress of the families inspected and offering counseling to them.
4. Providing mental comfort and companionship for vulnerable people meeting Health& Safety Standards of the association.
5. Supporting the correct implementation of all Association Projects implementation.
6. Conducting investigation, statistical & documentary legal research.

Operator Cashier ■ Beirut, Lebanon

Grab N 'Go - Moulin D'or (August 2020 – March 2021)

1. Handled all payments from customers for goods and issuing sales invoices.
2. Managing the transactions accurately and efficiently.
3. Resolved customer complaints, guided them and provided relevant information.
4. Tracked transactions and reported any discrepancies.

Medical Associate ■ Beirut, Lebanon

Dental Clinic (Feb 2015- Oct 2020)

Hôtel Dieu De France (Jun 2012 - Jan 2015)

Handled all the administrative as well clinical dentist tasks such as: maintained patience records, assisted Dental Dentists with exams, performed front desk duties by surpassing and handling incoming calls, coding and filing insurance records, entering and organizing all related data maintained an accurate database with updated patient and accounts information.

Highlights

1. Results-oriented
2. Multi-Cultural setting
3. Business Acumen
4. Effective marketing
5. Organizational capacity
6. Operability and commitment
7. Ability to motivate others and maintain good relations.
8. Resistance to stress.
9. Excellent abider to protocols.

Education & Credentials

Pursuing master's degree:

NGO'S Management -

2021, LaSagesse

University.

Bachelor's degree: Political Sciences & International Relations – Graduated Year 2018, LaSagesse University.

Ungraduated: Law School - 2016, La SagesseUniversity

Certified "PSS" – May 2021.

Certified "DATA BASE" – March 2021.

Certified "GBV" – February 2020.