



CONTACT ME AT

 Bir Hasan, Beirut, Lebanon

 talanazzal123@gmail.com

 +961-71-211079

SKILLS SUMMARY

●●●● Marketing

●●●● E-commerce

●●●● Management

●●●● Accounting

●●●● Spreadsheet Development
(Excel)

●●●● MS Office Proficiency

SOFTWARE SKILLS

 Odoo ERP/CRM

 PeopleMon

TALA NAZZAL

BUSINESS ADMINISTRATION

PERSONAL PROFILE

I am an aspiring business administration professional with holistic knowledge of various business practices and operations.

EXPERIENCE

Finance Assistant

LIBAN FIBRE | October 2023 - Present

- Handled and controlled sales orders, purchase orders, and financial reporting (expenses, revenues, profits)
- Prepare and present weekly status updates on financial performance to the CEO
- Coordinate with the accounting department to ensure accurate and timely recording of financial transactions
- Manage all expenses, ensuring proper documentation
- Take responsibility for client collections, ensuring timely payment

Admin Assistant

LIBAN FIBRE | February 2023 - September 2023

- Serve as the primary liaison between executives, employees, clients, and external partners
- Manage the schedules and communications of key company executives
- Organize and manage office supply inventory and filing aspects

Research & Data Management Assistant

Softech | July 2022 - February 2023

- Performed extensive research and obtained highly verified and valuable input for the business
- Led data management related tasks including data entry, data cleansing, and data analysis

Intern

Ministry of Economy & Trade | June-July 2021

- Supported within the Intellectual Property Rights department
- Supported within the E-commerce department

Volunteer

Rise Up Lebanon | October 2020

- Supported small businesses (SMEs) affected by the Beirut explosion

Volunteer

Himaya | September 2020

- Provide psycho-social support for children suffering trauma

EDUCATIONAL HISTORY

Saint Joseph University

BS in Business Administration | Sep 2019 - June 2023