

Rita Ghabris

International Economics Graduate

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Summary

A dedicated and creative International Economics Graduate with 1+ years of experience in the economic and financial fields. Responsible for the effective management of customer orders, project activities, and customer complaints. Effective leader who performs well in a collaborative environment with clients and coworkers. Adept at ensuring timely delivery of services and their technical feasibility. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

Experience

Order Preparation Associate – 01/2024 to 02/2024

GXO Logistics | Boigny-Sur-Bionne, France

- Efficiently prepared customer orders within tight deadlines, demonstrating strong time management and prioritization skills.
- Demonstrated exceptional organizational abilities by accurately sorting and packaging various items for shipment.
- Exhibited patience and attention to detail while ensuring the accuracy and completeness of each order.
- Worked swiftly without compromising on quality, showcasing adaptability and adeptness in fast-paced environments.

Intern – 05/2023 to 09/2023

GXO Logistics | Boigny-Sur-Bionne, France

- Analyzed and understood GXO processes across various departments, including administration, human resources, accounting, and customer invoicing.
- Responsible for the driver reception tasks, including the efficient handling of driver arrivals, processing deliveries administratively, and coordinating dock planning for smooth deliveries.
- Skilled in stock management procedures, including verifying delivery quantities by pallet upon receipt and dispatching goods to different sites and customers as per requirements.
- Configured new badge systems for guard post automation projects, ensuring enhanced security at depot entrances and exits, and conducting thorough analysis of driver flow for optimal efficiency.

Intern – 11/2020 to 02/2021

Ministry of Economy and Trade, Beirut, Lebanon

- Provided support in reviewing administrative tasks to ensure accuracy and efficiency.
- Participated in daily ministry sessions aimed at monitoring market activities and trends.
- Assisted in data collection and analysis to contribute insights during ministry sessions.
- Collaborated with team members to prepare reports and presentations for internal use.
- Learnt and developed skills related to administrative processes and market analysis under the guidance of experienced professionals.

Intern – 09/2020 to 11/2020

Ministry of Social Affairs, Beirut, Lebanon

- Engaged actively in the center's activities, particularly focusing on the "Targeting the Poorest Families in Lebanon" project.
- Contributed ideas and suggestions to improve project effectiveness and reach.
- Collaborated with project team members to achieve project goals and objectives.
- Gained valuable experience and insights into poverty alleviation initiatives through hands-on involvement in the project.
- Organized and supported the progress of the project with team members while constantly monitoring and delivering value.

- Understood the ministry's process and requirements and integrating sets of data into frameworks used to develop practical solutions as well as technical assistance.

Education

Master's of Science in International Economics – 2023

University of Orléans, France

Bachelor's Degree in Business Administration and Economic – 2020

Lebanese International University, Lebanon

Skills & Expertise

- | | |
|--------------------------------|--------------------------|
| • Leadership & Team Management | • Accounting |
| • Communication & Negotiations | • Time Management |
| • Problem Solving | • Decision Making |
| • Project Management | • Microsoft Office |
| • Strategic Planning | • Emotional Intelligence |
| • Adaptability | • Market Research |
| • Customer Service | • STATA |
| • Planning & Organization | • R |
| • Data Analysis | • E-Views |
| • Financial Analysis | |

Languages

Arabic: Native | **English:** Fluent | **French:** Intermediate