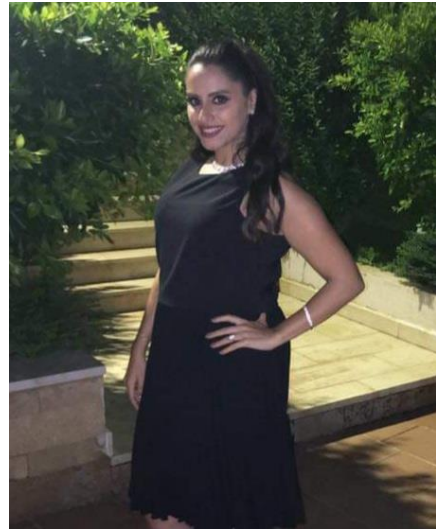


**LARA AL OKAILI**  
**BEIRUT-LEBANON**  
**0096170049209**  
**D.O.B: 11/11/1995**  
**NATIONALITY: LEBANESE**  
**MARITAL STATUS: MARRIED**  
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## OBJECTIVE

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My objective is to join a successful company with a consistent growth and promising opportunities; where I can develop my skills, capabilities and apply all knowledge to achieve goals and provide an additional value to the business.

## EXPERIENCE

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**Sep 2023 – Present**

**FDC(Food And Drug cooperation) Choueifat,Lb**

***Credit Officer***

- Printing Order for FMCG batch
- Checking orders for payment terms and ceiling
- Printing list of receipts before approving
- Checking receipts on the system & approving receipts
- Printing list of approved receipts by reference
- Data entry for all credit memo
- Creation cash van customers
- Excel file CSM responsibility

- Update CSM responsibility file
- Repots includes:
  1. Hospitals and balances
  2. Weekly Aging
  3. Monthly Aging
  4. Serono
  5. Trial Balance
  6. Sales Journal

**Jan 2023 – Sep 2023**

***Billing Officer***

- Send all the batches on a daily basis ( Pharma and fcmg)
- Check and control the quantity, trade loader, price and expiry date mentioned on the Mrr & GRV in order to identify to which warehouse it should be transferred .
- Checking inventories every month and ensure that the results of stock counts are submitted to the auditor within 1 working day.
- To ensure that a written approval or instruction is submitted for any discount, free goods .
- Make sure to invoice the orders on time
- Choose expiry date for liquidation items.

**Mar 2019 – Sep 2022**

**NahlehTrading**

**Aramoun,Lb**

***Sales administrator***

Responsible and accountable for all administrator work :

- Processing a high volume of product orders(Neslte, Loreal).
- Processing invoices for all sales transactions.
- Checking prices and contracts are up to date.
- Reporting monthly sales results to the sales team.
- Supporting the sales force with general operations to help reach the team's objectives.
- Checking loads and unloads related to cashvans.
- Responsible of IMS Nestle reports.
- Checking loads and unloads related to cashvans.
- Update cycle monthly on the tablets.
- Reporting monthly raw data,stock cover and stock count to Nestle.
- Reporting monthly raw data to Loreal.
- Entering new items and codes to the system.
- Responsible of any tranfers between the 2 branches.
- Entering Nestle and Loreal purchases and price adjustments.

## **Oct 2016 – Jan 2017**

### **CosmoCity**

**Beirut, Lb**

- Cashier.
- Responsible of the XD Dark machine.
- Ensure all safety measures are covered.
- Assist customers and explain about all the machines in the shop.
- Responsible aboyt birthdays or any gathering.

## **Feb 2016 – Sep 2016**

### **Food Style**

**Beirut,Lb**

- Audit all comment cards for all FS branches.
- Call customers with complaints, and make sure they are satisfied.
- Daily report to the CEO.

- Report on weekly basis to the branch managers.
- Answer customers inquiries and their complaints.

## EDUCATION

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### **2014 – 2017**

AUL (Arts, Sciences & Technology University Of  
Lebanon) **Beirut, Lb**

BS in Management

### **2012 - 2014**

MBA School **Aramoun, Lb**

Baccalaureate in SE (Sociology & Economics)

### **1998 - 2012**

Makassed high school **Beirut, Lb**

Elementary

## LANGUAGES

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Fluent in Arabic and English, French moderate (spoken and written).

REFERENCES AVAILABLE UPON REQUEST