

RUDAINA AL-NAJEM

Information Management

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Lebanon, Mount-Lebanon



SUMMARY

Dedicated Information Management professional with a wealth of experience and a fervent passion for data and information. Eagerly pursuing a compelling opportunity with an innovative organization where I can apply my extensive expertise in the strategic management of data, information systems, and digital archiving.

EXPERIENCE

Library Assistant

Diala Arslan Talhouk Library

04/2023 Aley

Library Assistant at Diala Arslan Talhouk Library in Aley

- Meticulously organizing and cataloging new book arrivals
- Skillfully scheduling, planning, and organizing story times tailored for children aged 6 to 12
- Efficiently managing appointments for school visits to our library

Automotive Data Entry Clerk

King Trading

12/2018 - 03/2023 Aley

Automotive Data Entry Clerk at King Trading in Aley

- Maintaining a database of over 17,000 vehicle spare parts items.
- Helping customers to find the requested parts using vehicle identification numbers.
- Updating existing data on a regular basis and verifying it by comparing it with source documents.

Cataloging Librarian

Neel WA Furat Publisher

08/2018 - 09/2018 Beirut

Cataloging Librarian at Neel WA Furat Publisher in Beirut

- Determine the specifications and conditions for the project.
- Estimate the number and time requirements for workers based on the number of books to be catalogued.
- Catalogued 264 books with an understanding of their content and the relevant encoding standards.

EDUCATION

Accounting

Phoenicia for Accounting and Financial Consulting

10/2020 - Present Aley

- What knowledge or experience did you acquire during your studies there? (e.g. Delivered a comprehensive marketing strategy)

Junior Accountant

Practical Accounting Academy

10/2022 - 11/2022 Sidon

- Junior Accountant | Practical Accounting Academy | Sidon

LANGUAGES

Arabic

Native



English

Advanced



SKILLS

Ability to effectively collect, store, and manage data.

Skillful documentation and cataloging of data and information.

Strong communication skills.

Experienced in archiving and preserving digital information.

Data Entry

Leadership skills

Time-Management

INTERNSHIPS & VOLUNTEER

Board Secretary – Youth Empowerment, Participation, And Advocacy for Social Stability in Lebanon

Youth Resolve 2 – World Vision International | Aley Youth Committee

02/2021 - 08/2023

How can this experience make you a better candidate for the job you're applying to?

Book Documentation

Arab Center for Research and Policy Studies

07/2018 - 08/2023

How can this experience make you a better candidate for the job you're applying to?

EDUCATION

Information Management

Lebanese University

📅 09/2015 - 07/2018 📍 Beirut

- What knowledge or experience did you acquire during your studies there? (e.g. Delivered a comprehensive marketing strategy)

INTERNSHIPS & VOLUNTEER

Senior Library Assistant

LAU-Riad Nassar Library

📅 10/2017 - 11/2017

How can this experience make you a better candidate for the job you're applying to?