



<b>Personal details</b>	<p>Hind Abdo Email: <a href="mailto:hind.m.abdo@gmail.com">hind.m.abdo@gmail.com</a> Nationality: Lebanon Lebanon: +961 70338676</p>
<b>Education</b>	<p>Lebanese International University – Lebanon, Beirut Bachelor of Science in Banking and Finance September 2008</p>
<b>Work Experience</b>	<p><b><u>SABA IP</u></b> (Beirut, Lebanon)</p> <p><u>2017 – March 2024:</u> IP Administrator – Operations department</p> <ul style="list-style-type: none"><li>• Training new candidates on the system in place and the flow of work</li><li>• Updating and maintaining clients' portfolios</li><li>• Corresponding on daily basis with clients and agents</li><li>• Preparing and issuing invoices, uploading on portals</li><li>• Reviewing and docketing legal supporting documents</li><li>• Conducting trademark official, unofficial and internet searches</li><li>• Preparing and filing trademarks and patents applications</li></ul> <p><u>2013 - 2016:</u> IP Assistant – Operations department</p> <ul style="list-style-type: none"><li>• Acting as the primary point of contact</li><li>• Monitoring the clients' portfolios and following up on deadlines</li><li>• Ensuring on acknowledging all incoming instruction</li></ul> <p><u>2011 - 2013:</u> Data Entry position</p> <ul style="list-style-type: none"><li>• Transforming word document sources and information into data base</li><li>• Identifying and raising technical glitches</li><li>• Verifying information in the data base and ensuring accuracy</li></ul> <p><b><u>Electronic Business Equipment Co</u></b> (Beirut, Lebanon)</p> <p><u>2010 - 2011:</u> Marketing &amp; Sales Coordinator</p> <ul style="list-style-type: none"><li>• Coordinating with the sales team</li><li>• Executing market studies</li><li>• Maintain Marketing Budget</li><li>• Prepare monthly PSI report</li><li>• Attending exhibitions</li></ul> <p><b><u>AL-ARZ Financial Company</u></b> (Beirut, Lebanon)</p> <p><u>2008 - 2009:</u> Customer Service</p> <ul style="list-style-type: none"><li>• Assisting in preparing applications for clients and create new accounts</li><li>• Follow-up with due date payments</li><li>• Responsible of costumer's loans</li></ul>

<b>Languages</b>	Arabic (native) English (fluent) French (basic)
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> <li>• Self-motivated to achieve targets and meet deadlines</li> <li>• Prioritizing tasks and able to work under pressure</li> <li>• Effective and energetic team member</li> <li>• Trustworthy and reliable</li> </ul>

References are available upon request