

# Jana Khalil

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Beiru, Lebanon

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## BUSINESS MANAGEMENT & ANALYSIS

Motivated and results-driven Business School graduate seeking a challenging position within a large organisation in the Business environment. I bring a strong foundation in key business principles, including strategic management, marketing, and financial analysis. My academic experiences have equipped me with analytical and problem-solving skills, along with a solid understanding of how to drive growth and efficiency within an organization. I am eager to apply my knowledge in a dynamic business environment where I can contribute to strategic initiatives and operational success.

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## KEY COMPETENCIES

Process improvement	Report writing and presenting	Strong interpersonal skills
Data-driven strategic planning	Critical thinking skills	Proactive and self-motivated
Cost-benefit analysis	Excellent communication skills	Exceptional organisational skills

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## PROFESSIONAL EXPERIENCE

### Intermed Ceramica

Dec 2022 - Aug 2024

#### Import & Export Coordinator

Manage and oversee the logistics involved in international trade. Coordinating shipments, handling necessary documentation, and ensuring compliance with customs regulations. Collaboration with suppliers, customers, and freight forwarders to ensure that goods move smoothly across borders. Registering journal vouchers related. Organized, detail-oriented, and up-to-date with trade laws to resolve any issues that arise and keep the supply chain moving efficiently.

### SYA Lebanon

Sep 2022 - Dec 2022

#### Accountant

Manage financial records, ensuring accuracy and compliance with regulations. Preparing financial statements, managing budgets, handling tax filings, and analyzing financial data to provide insights for decision-making. Maintaining the integrity of financial information, offering valuable support in planning and controlling the organization's finances.

### Chocobombs Lebanon

Dec 2021 - Present

#### Social media Manager

responsible for crafting and executing strategies that enhance a brand's presence across social media platforms. Creating engaging content, managing online communities, analyzing performance metrics, and staying current with social media trends. Building a strong online identity, driving audience engagement and ensuring that the brand's voice resonates with its target audience. My creativity, strategic thinking, and ability to analyze social media insights help me to effectively grow and manage a brand's online community.

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## EDUCATION & CERTIFICATIONS

### Bachelor of Business Administration

Major : Management Information Systems  
Lebanese International University - 2022

### Economy and Sociology

Ecole des Sœurs de Saint-Joseph de l'Apparition -  
2019

## CERTIFICATES

Cisco microcomputer support certificate  
2021

Certificate of completion Financial Literacy - Bank Audi  
2018

## LANGUAGES

- Arabic
- English
- French