

# NAJI TANNIR

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Dynamic, motivated, and passionate about the field of management and marketing, recognized for the rigor and organization enabling efficiency while handling tasks. Driven by curiosity and constant desire to learn in this domain, ready to valuably contribute and utilize the developed skills to support the growth and success of the company.

## EDUCATION

### **Master's Degree in Business Administration – Marketing Specialization**

Saint Joseph University of Beirut – Beirut, Lebanon

**Sept 2021 – June 2023**

### **Master's Degree Marketing vente Parcours marketing des services et expérience client**

Université IAE de Tours, France

**Sept 2021 – June 2023**

### **Bachelor's Degree in Business Administration**

Saint Joseph University of Beirut - Beirut, Lebanon

**Sept 2018 – June 2021**

### **French baccalaureate degree, economic Serie – Specialty: Mathematics**

Lycée Abdel Kader - Beirut, Lebanon

**Sept 2003 – June 2018**

## WORK EXPERIENCE

### **Billing Assistant**

**Sept 2021 – Present**

Mission Laïque Française Association - Beirut, Lebanon

- Issue for the 3 schools I work with invoices to families and third parties in accordance with the defined schedules.
- Apply allowance, exemptions, and other rebates in accordance with the regulations.
- Manage and monitor the French State scholarship for more than 150 students.
- Edit and monitor bad debts that may be subject to litigation.
- Edit the statements of established entitlements for accounting support for the 3 schools I work with.
- Participate in the development of financial regulation.
- Digital and physical archiving of billing records and accounting reports.

### **Intern Accountant**

**Dec 2020, June 2021**

Areeba SAL – Beirut, Lebanon

- Worked in the reconciliation unit, including Kentra, Swift, Account, and Maestro.
- Observed the RTGS7 system and its online transactions.
- Performed tasks in the reconciliation unit: matching internal transactions with external statements and settling unpaid balances.
- Verified totals and filing in the treasury and accounting unit with Citi Bank (document organization).

## CERTIFICATE

**Digital Marketing training program**  
Forward Mena & Simplilearn

**June 2024 – Sept 2024**

- Building a Strong Online Foundation for Websites.
- Navigating the Ever-Changing Landscape.
- Understanding the Customer Behavioral Marketing.
- Optimizing the Search Engine for Better Visibility and Maximum Reach.
- Engaging Customers and Building Brand Advocacy.
- Leveraging the Power of Personalized Communication.
- Capturing Audiences in the Mobile Era.
- Crafting Compelling Messages for Success.
- Maximizing ROI.
- Measuring Success in the Digital Age.
- Harnessing Innovation for Digital Marketing.
- Digital Marketing Capstone Project.
- B2B Marketing.
- Ecommerce Listing.
- Blogging.
- Affiliate Marketing.

## EXTRACURRICULAR ACTIVITIES

- Delegate in the elections of the Lebanese Parliament, 2022.
- Monitor at GEMZ summer camp during the summers of 2018 and 2021, supervising children aged 6 to 8 years old. My responsibilities include managing children in classes by leading pre-planned activities, guiding them to various activities on campus such as sport, arts, gymnastics, Zumba, and Cooking and supervising them during off-campus outings.
- Academic Delegate during the 3<sup>rd</sup> year of Bachelor's Degree and 2<sup>nd</sup> year of Master's Degree.

## SKILLS

### Computer Skills :

Microsoft Office Word  
Microsoft Office Excel  
Microsoft Office PowerPoint  
Microsoft Office Access  
Canva

### Technical Skills :

SAP BUSINESS ONE  
EUDKA  
SOFTPRO  
SPSS

### Language :

French : Fluent  
English : Fluent  
Arabic : Native  
Spanish : A2 (Basics).