

Rawan Ibrahim

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Doctors Without Borders**

Support Services Assistant (Current Position)

Support Services Intern (March_Aug 2023)

1. Coordinate all travel arrangements for staff, booking flights, accommodation, transportation, in collaboration with HR department.
2. Assist in procuring supplies, equipment, and materials for all activities/ departments.
3. Coordinate and follow up with the supply team on quotations and purchases.
4. Create and maintain contact with vendors and service providers to ensure timely delivery of goods.
5. Prepare and draft a summary for the received quotations and share with line manager for selection.
6. Monitor and track the inventory of office assets and supplies in coordination with the line manager
7. Update suppliers list regularly including all related categories & contact details.
8. Receive and check deliveries to ensure that the correct amount and type of stock is delivered.
9. Ensure laptops, phones and other supplies are available for new joiners
10. Assist with finance activities such as Scanning and filing online and offline documents to ensure audit preparedness.
11. Entering transactions into the accounting system as requested.
12. Manage incoming post, opening mail, and distributing it internally.
13. Manage outgoing post, including parcel deliveries.
14. Participate in organizing and managing training events.

- **Mercy Corps Lebanon**

HR Intern (Sep_Dec 2022)

1. Sending out the leave balance on a monthly basis for supervisors.
2. Scanning or reading incoming materials to determine how and where they should be classified or filed.
3. Safekeeping of employees personal files and other record.
4. Assisting in recruitment process by Scheduling Interviews, tests, and sending regret letters.
5. Handling all with the utmost confidentiality and filing process.
6. Creating personnel files for all new joiners.
7. Making sure that all new team members signed the requested documents by the NGO.
8. Printing out job files and organizing them after recruitment call is closed.
9. Working on the attendance sheet.

- **Hydro_Mechanics**

Logistics Assistant (Oct 21_ Mar 22)

1. Manage orders and arrange stocking of materials and equipment to ensure they meet needs.
2. Plan and track shipment of final products according to customer requirements.
3. Communicate with suppliers, retailers and customers to achieve profitable deals and mutual satisfaction.
4. Prepare accurate reports for upper management.
5. Arrange same-day deliveries whenever possible.
6. Prepare accurate invoices.

Education

- **Lebanese International University**

Master's Degree of Business Administration in Management Information Systems
3.66

2019_2021

- **Lebanese International University**

Bachelor's Degree of Business Administration in Management information Systems

2016_2019

Skills

- Software Skills: Java, Python, Database Management (MySQL), SPSS Software, MS Project.
- MS Office : Word, Excel, Outlook, PowerPoint, OneNote, Access, MS Visio.
- Presentations/ Slideshows: PowerPoint, Google Slides, OpenOffice Impress, Tableau.

Languages

- Arabic (Mother Tongue)
- English (Fluent)

Reference

- **Michel Younes - Doctors Without Borders-MSF**
Head of support Services
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- **Maya Zouhairi - Mercy Corps**
Senior Human Resources Officer
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- **Tatiana Rizk - MSF_ Doctors without Borders**
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