

Hicham Nakhle

Business Administrator

✉ Hichamnakhle93@gmail.com 📞 961 76 541237 🏠 Beirut - Lebanon

A hard-working and dependable individual, with the ability to work well both independently and in a team. I have extensive experience working with the public, which has taught me the value of friendliness and open-mindedness. An interest in providing goods and services has now given me the confidence and determination to take any position with high responsibilities and to be able to fulfill large achievements in my life's career.

Education

Spring 2020

American University of

Bachelor's in Business administrator

Science and
Technology – Achrafieh

Employment

2020 - 2022

Junior

accountant

Association de Distribution Nationale

- ✦ Daily records of the company's financial transactions (Receivables, GL, and cash management)
- ✦ Daily prepares and controls receivables and bank account data for reconciliation purposes
- ✦ Ensures that there are no pending invoices from suppliers or payments from accounts receivables (including credit notes/debit notes)
- ✦ Ensures that there are no pending invoices from suppliers or payments from accounts

2019 – 2020

**Patient Service Coordinator Laboratoires
Ghorra**

- ✦ Greets and interacts with patients and visitors
- ✦ Answers telephone courteously and in a friendly manner, takes messages accurately, and directs calls to appropriate personnel
 - ✦ Gathering the patient's database
 - ✦ Organizes and maintains medical files
- ✦ Reviews orders from physicians and verifies orders
- ✦ Oversees the integrity of test ordering information to make sure it is entered into the billing system accurately
 - ✦ Transferring lab results to the appropriate person
 - ✦ Processing insurance payments

August – November 2017

**Junior Brand Coordinator - Trainee LE66
Foch s.a.l**

- ✦ Place orders according to budget & minima as per the budget and preset objectives in coordination with the Brand Manager
- ✦ Receive and check order codes and pricing in liaison with the supply chain department to ensure accuracy in receiving the products
- ✦ Assist in all data entries related to purchase order
- ✦ Controlling of defected goods – negotiation with suppliers (DN, CN, or return)
- ✦ Implement the right pricing strategy (Price structure, discount policy, sale strategy) in line with the agreed budget and as per market needs.
- ✦ Responsible for analyzing & advising on Monthly, Weekly, and Daily sales reports.
- ✦ Coordinate the marketing plan (ATL) with the Marketing Department.
- ✦ Coordinate all BTL activities (promotion, events & PR) with the marketing department
- ✦ Plan and execute with the Digital Marketing team concerning all Online & Social media activities and campaigns.
- ✦ Controlling sales per SKU, per Branch, per sales associate
- ✦ Conduct regular market studies (including consumer understanding, competition monitoring, competition mapping, price fishing/comparison, etc.) to deliver an optimal strategy for the brand.

- ✦ Identify yearly the VIP list and build strong relationships with key customers (VIP list of each boutique).
- ✦ Manage the after-sales service (reparation services, defected items, customer complaints, etc.) to increase customer retention rate.

Extracurricular activities

2020 - Present Monitoring &

Evaluation Officer -

Offre Joie

- ✦ Ensure a field permanence to accompany the project's implementation and running in both its organizational and logistical components.
- ✦ Coordinate the field activities so that daily, short term and long-term objectives can be achieved.
- ✦ Work out with the project coordinator and the concerned staff on the implementation of the project activities and the achievement of the project outcomes
- ✦ Ensure all the logistic requisites for the good development of the scheduled activities

September 2017

Online Certificate in Business for Emerging Markets

Arizona state university

HICHAMNAKHLE Exchange student:

SUNY International School for Business-USA

Overall GPA : 3.226 Avg. Grade (92/100)

Skills

Good Communication



Ability to Work Under Pressure



Ability to Work in a Team

Trustworthiness



Languages

Arabic

Very Good

French

Very Good

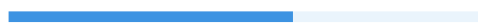
English

Good

Computer Literacy

Microsoft Office

(Word – Excel – PowerPoint)



(Outlook – Internet navigation – researches)



Hobbies

■ Music

■ Reading

References

Available upon request.

- ✦ Fill any gaps in the presence of any staff and reschedule the activities in coordination with the project coordinator
- ✦ Maintain administrative and filing systems for the project, including minutes of meetings, mailing, and copying notably of evidence needed
- ✦ Maintain an updated schedule and briefing of activities

Courses