

Lara Kerdy
Age: 26 years old
Lebanon
Tel: +961 76 556 122
Email: kerdylara@gmail.com

MOTIVATED, HARD WORKER AND QUICK LEARNER

EDUCATION:

Bachelor of Mathematics – Faculty of Science – Lebanese University, North Lebanon.

Lebanese Baccalaureate – Life Science Section, North Lebanon

High school – Rawdat Al Fayhaa School, North Lebanon.

PROFESSIONAL EXPERIENCES:

February 2022 - August 2022 **Romanian international company for wood (OFF-SHORE) SAL**

- **Document Control & Organization:** Managed all aspects of document control, including purchases, invoices, contracts, emails, and shipping-related paperwork.
- **Contract Management:** Prepared contractual agreements, ensuring all terms were clearly defined and agreed upon by stakeholders.
- **Invoicing & Procurement Operations:** Oversaw the complete invoicing and procurement process, ensuring accuracy and compliance with organizational procedures.
- **Shipping Documentation Management:** Managed Bill of Lading (BL) documentation, shipping papers, and phytosanitary documents for international shipments. Ensured all documents were in compliance with regulatory standards and shipment requirements.
- **Logistics Coordination:** Worked closely with shipping companies to verify BL information, packing lists, and other shipment details. Coordinated logistics and managed timely deliveries, resolving discrepancies when needed.
- **Financial Management:** Managed bank transfers and ensured accurate and timely financial transactions between our company and external partners, maintaining balanced accounts.
- **Data Entry & System Management:** Entered detailed invoice information, contracts, financial accounts, and goods data into the company's system, ensuring accuracy and ease of retrieval.
- **Supplier & Insurance Management:** Maintained strong relationships with suppliers, buyers, shipping companies, and insurance providers. Coordinated claims processing, negotiated settlements, and ensured timely reimbursements.
- **Database & Documentation Management:** Managed and organized a comprehensive database of documents for quick access and retrieval, streamlining operations.
- **Customer & Vendor Communication:** Facilitated communication with customers, vendors, shipping companies, and insurance companies, ensuring seamless operations and addressing any concerns promptly.

Lebanese International Group Wood SARL AND Romanian Lebanese Company For Wood S.A.R.L

- Conducted thorough invoice audits to ensure accuracy, adherence to financial policies, and compliance with regulatory requirements.
- Audited financial receipts to verify proper documentation and accuracy.
- Audited customer accounts to ensure transactions were correctly recorded and balanced.
- Entered invoices, purchase details, goods information, bank transfers, and receipts into the system, ensuring accurate and timely record-keeping.

December 2020 – September 2021

**Partner project : Reducing Vulnerability by supporting home-based business plans -
NEAR EAST FOUNDATION / SANABEL NOUR**

Business trainer

Business Development & Training:

- Conducted online business development training sessions to enhance skills and knowledge.
- Provided coaching and facilitated networking online sessions to support beneficiaries in business growth.

Vulnerability Assessment & Outreach:

- Conducted outreach activities and carried out vulnerability assessments to identify beneficiaries' needs.

Beneficiary Follow-Up & Support:

- Followed up with beneficiaries to monitor the progress of their businesses and provided ongoing support.
- Referred participants and community members to relevant service providers for additional assistance.

Data Management & Reporting:

- Ensured the collection, organization, and sharing of data on a daily, weekly, and monthly basis to track program performance.
- Managed the day-to-day operations of the project, ensuring tasks were executed effectively.

Feedback & Complaint Management:

- Received feedback and complaints through hotline calls and WhatsApp messages, addressing concerns promptly.
- Managed the referral system for various sectors, including CP (Child Protection), Shelter, Legal, GBV (Gender-Based Violence), SGBV (Sexual and Gender-Based Violence), and Food Security.

Project Activity Support:

- Provided support for all project activities, ensuring smooth implementation and coordination.

Monitoring**Call Center & Data Entry Management:**

- Managed call center operations and entered beneficiary information related to various sectors including CP (Child Protection), Shelter, Legal, GBV (Gender-Based Violence), SGBV (Sexual and Gender-Based Violence), and Food Security.
- Ensured accurate data entry on Activity-Info and other data reporting platforms.

Collaboration & Referral Coordination:

- Contacted other charitable associations for potential collaborations and referrals.
- Followed up on beneficiaries' referrals to ensure they received the necessary support and services.

Data Collection & Reporting Support:

- Assisted with data collection and internal reporting, working closely with the M&E (Monitoring and Evaluation) Officer and field teams.
- Supported the development of operational monitoring tools (e.g., checklists, questionnaires, databases, interviews, survey forms).
- Collected, entered, and analyzed data on a monthly basis, ensuring data accuracy and reliability.

M&E Support & Tools Operationalization:

- Assisted in the operationalization of NEF M&E procedures and tools, such as smartphones and the NEF database.
- Supported research (both desk and field) and study activities related to M&E issues.
- Assisted with statistical analysis for impact assessments.

Communication & Visibility Materials:

- Collected and prepared communication materials, such as project overviews, fact sheets, success stories, and content for websites.
- Assisted in the preparation and management of field visits for NEF and external visitors, including photographers, journalists, and media.

Field Visits & Monitoring:

- Accompanied and prepared for field visits, ensuring effective coordination for NEF staff, external visitors, and media.
- Conducted house visits and/or phone calls to follow up with beneficiaries in accordance with monitoring and evaluation guidelines.

Reporting & Data Quality Assurance:

- Assisted in the finalization of quarterly, annual, and final reports.
- Reviewed and ensured the quality and accuracy of the collected data, including data cleaning and entry.

Case Management & Follow-Up:

- Made notes of cases encountered in the field or center that required follow-up or referrals.
- Informed the Project Coordinator about cases needing attention or further action.

Additional Responsibilities:

- Performed other duties as assigned by the Project Coordinator, in coordination with NEF Field Officer.

May 2021 - October 2021 United hands Relief – UHR / Sanabel Nour

- Monitored and reported on the implementation of project activities, ensuring progress aligns with planned objectives.
- Supported the project manager in tracking and following up on the status of implementation, identifying potential delays or challenges.
- Managed call center operations, handling inquiries and providing information related to project activities.

January 2017 – Present Private and online tutoring in scientific subjects (math, physics, chemistry, biologie) for high school students – **North Lebanon**.
Private and online tutoring in math, statistics and economics for university students – **North Lebanon**.

TRAINING and CERTIFICATES :

Business Development training - Near East Foundation – February 2021
Protection training - Near East Foundation – February 2021

COMPUTER SKILLS :

Python, MATLAB, Microsoft Office.

LANGUAGES :

Arabic (Native), English (Fluent), French (Fluent)

SOFT SKILLS :

Strong organizational skills, attention to detail, strong problem-solving ability, effective time management, ability to multitask, meet deadlines, and process information and data.

Leadership and management skills, demonstrates a high level of integrity and honesty in all professional interactions and responsibilities.

Ability to work well independently and with a team, strong work ethic, committed to equality and social inclusion.