

SARAH SHADI HAIDAR

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PROFESSIONAL SUMMARY

Highly motivated graduate with a Bachelor’s degree in Biochemistry, furthering my education with a Master’s degree in biochemistry . Looking forward to complete my master’s degree at the American University of Beirut. I look forward to sharing the fruits of my own life and academic experience to be an employer who will bring valuable insights to your company as I am highly consistent, qualified and dedicated. Equipped with extensive experience in the use of Excel, Word Office, and PowerPoint. Proven ability to handle multiple responsibilities and deliver results in a timely manner.

EDUCATION

LEBANESE UNIVERSITY	BEIRUT, LEBANON
Master’s Degree in General Biochemistry	OCTOBER. 2024 – PRESENT
LEBANESE UNIVERSITY	BEIRUT, LEBANON
Bachelor’s Degree in Biochemistry (with distinction)	OCTOBER. 2021 – MAY 2024
LEBANESE UNIVERSITY	BEIRUT, LEBANON
APPLIED CONCOURS DENTISTRY	OCTOBER 2021 – JUNE 2023
LEBANESE UNIVERSITY	BEIRUT, LEBANON
1 ST YEAR LAW	DECEMBER 2023-MAY 2024
GRADE 12 OFFICIAL EXAMS LIFE SCIENCE	BEIRUT, LEBANON
WITH AN AVERAGE OF 18.44 RANK 20 IN LEBANON	2021

PROFESSIONAL EXPERIENCE

GANNAGE HOLDING	BEIRUT, LEBANON
1. <u>Logistics Coordinator</u>	JANUARY. 2025 – PRESENT
<ul style="list-style-type: none">MANAGE AND TRACK SHIPMENTS FROM ORIGIN TO DESTINATION, ENSURING TIMELY DELIVERY AND ACCURATE DOCUMENTATION.COLLABORATE WITH VENDORS AND SUPPLIERS TO SECURE THE BEST POSSIBLE SHIPPING RATES AND DELIVERY TIMES.ENSURE COMPLIANCE WITH LEGAL AND COMPANY-SPECIFIC REGULATIONS RELATED TO LOGISTICS AND SUPPLY CHAIN PROCESSES.	
2. <u>HUMAN RESOURCES RESPONSIBILITY</u>	
<ul style="list-style-type: none">Post job openings on relevant platforms and company channels.Conduct initial screening of candidates and schedule interviews.Maintain HR records, such as employee files and leave management, in addition to attendance.Coordinate onboarding and training for new hires in coordination with managers	
3. <u>OPERATIONAL TASKS</u>	
<ul style="list-style-type: none">DRAFTED SALES AGREEMENTS AND OFFERS IN ALIGNMENT WITH COMPANY POLICIES, LEGAL REQUIREMENTS, AND CUSTOMER NEEDS.Provide administrative assistance to the Iraq office remotely, ensuring alignment with the company's operations and goals.Liaise with lawyers and notaries to ensure adherence to regulatory requirements.	
IQUAD LEARNING SOLUTIONS	SEPTEMBER 2024-NOVEMBER 2024
<u>OPERATIONS COORDINATOR</u>	
<ul style="list-style-type: none">CONTINUOUSLY IMPROVING OPERATIONAL SYSTEMS THROUGH DATA ANALYSIS AND FEEDBACK.DESIGNED AND CRAFTED TRAINING PROGRAMS TAILORED TO CLIENT NEEDSCOLLECTED AND ANALYZED CLIENT FEEDBACK TO ASSESS COURSE EFFECTIVENESS	
CUSTOMS CLEARANCE SERVICES OFFICE	JANUARY 2021- MAY 2023
<ul style="list-style-type: none">PREPARED REPORTS ON LOGISTICS PERFORMANCE AND IMPLEMENTED IMPROVEMENTS TO ENSURE COST-EFFECTIVENESS AND EFFICIENCY.UTILIZED LOGISTICS SOFTWARE TO TRACK SHIPMENTS, MANAGE INVENTORY, AND UPDATE STAKEHOLDERS ON DELIVERY PROGRESS.	

PRIVATE TUTOR	2020-2024
<ul style="list-style-type: none"> HELPED STUDENTS PREPARE FOR EXAMS AND STANDARDIZED TESTS BY DEVELOPING PRACTICE MATERIALS AND STUDY PLANS TO MAXIMIZE PERFORMANCE. ENSURING A DEEP UNDERSTANDING OF KEY CONCEPTS AND FOSTERING A PASSION FOR LEARNING. 	

CERTIFICATES AND TRAININGS	
LEBANESE AMERICAN UNIVERSITY	BEIRUT, LEBANON
<ul style="list-style-type: none"> Advisor in 15th GC LAU Model UN Annual conference 	2020
<ul style="list-style-type: none"> Delegate in Model Good Governance (MGG) Annual conference 	2021
<ul style="list-style-type: none"> Delegate in the 9th LAU Model Arab League Annual conference 	2020
<ul style="list-style-type: none"> Delegate in 14th GC LAU model UN Annual conference 	2019

WORKSHOP AND SEMINARS	
LEBANESE UNIVERSITY CONFERENCES	BEIRUT, LEBANON
<ul style="list-style-type: none"> ATTENDED “SEMAINE DU CURVEAU” CONFERENCE 	APRIL 15, 16 & 17 2024
<ul style="list-style-type: none"> PARTICIPATED IN NEUROLOGICAL DISEASES ALS CONFERENCE 	MARCH 7 ,2024
WORKSHOP	BEIRUT, LEBANON
<i>Workshop by Centre MINE</i>	2024
<ul style="list-style-type: none"> COMMUNICATION SKILLS IN THE WORKPLACE WEBINAR 	MAY 31, 2024
<ul style="list-style-type: none"> Intercultural Management Webinar 	May 29, 2024
<ul style="list-style-type: none"> Excel Mastery: Automate Visualize, Analyze Webinar 	May 28, 2024
<ul style="list-style-type: none"> Media mix modeling Webinar 	May 23,2024
<ul style="list-style-type: none"> AI-BOOSTED CAREER WRITING WEBINAR 	MARCH 26, 2024
<ul style="list-style-type: none"> AI Strategies for entrepreneurial success Webinar 	
WORKSHOP	BEIRUT, LEBANON
<ul style="list-style-type: none"> PARTICIPATED IN “WOMEN IN SCIENCE” WORKSHOP 	MARCH 29,2024
<ul style="list-style-type: none"> RESEARCH ON CLIMATE CHANGE WITH DOT PROGRAM 	APRIL 14, 21 & MAY 5, 2024
<ul style="list-style-type: none"> PRE GIL-ENTREPRENEURSHIP PROGRAM 	15 APRIL - 23 APRIL 2024
<ul style="list-style-type: none"> CERTIFICATE MOTIVATIONAL SESSION BY UNICEF 	2024

SKILLS	
Computer	
<ul style="list-style-type: none"> Microsoft Office – Word, Excel, PowerPoint (Advanced) 	
Soft	
<ul style="list-style-type: none"> Critical Thinking, Problem Solving, Creativity, Adaptability, Time Management, Ability to Work Under Pressure 	

LANGUAGES	
Arabic (Native);	
English (Advanced);	
French (Good)	