Lynn Sidani

- **Email:** sidanileen@gmail.com
- **Mobile:** +96176644597
- **Address:** Beirut Lebanon

- LinkedIn: [Lynn Sidani LinkedIn profile](#)

SUMMARY

Organized and detail-oriented professional with strong experience in operations coordination, customer invoicing, and cross functional communication, committed to improving efficiency and service quality.

KEY SKILLS

- Operations coordination
- Order management & Customer invoicing
- E-commerce operations
- Cross-functional team support

EDUCATION

Lebanese University, Faculty of Information | Unesco, Beirut   *July 2023*
Bachelor degree in Data Science
Coursework: Marketing Research, Probability and statistics, Data analysis, social network analysis, Data scraping, Data visualization, Database management, Data mining and warehouse, Customer behavior, Data security, Machine learning, big data.

Rafic Hariri High School | Naameh, Haret al Naameh, Mount Lebanon   *2019*
Lebanese Baccalaureate in Life Science
   Grade: 450/560 with distinction: Very good.

EXPERIENCE

Sultan Food Stuff co. Sarl | Sales Coordinator   *July 2024 – Present*
A leading FMCG in Lebanon
- Coordinated sales operations and supported the sales team to ensure smooth day-to-day processes.
- Managed customers' orders, invoicing and delivery schedules in collaboration with the warehouse department.
- Assisted in tracking sales performance metrics, and maintained up to date records of sales activities.
- Supported the growth of the e-commerce section by maintaining updated product listing, tracking online orders and marketing campaign including paid ads and SEO best practices.

BBS Aramoun | Data Entry and call center representative   *July 2023 – Nov 2023*
COD delivery services company established in 2023.
- Reduced data entry errors by 80% through intensive attention to detail and implementation of double-checking protocol.
- Developed and implemented an advanced Excel sheet to track the financial transactions of suppliers, resulting in an 70% decrease in loss of data.
- Solved drivers and client's inquiries efficiently.

CERTIFICATIONS

New Horizons | PL-300T00: Microsoft Power BI Data Analyst   June *2024*

Cisco | Data Analytics Essentials   *May 2024*

LANGUAGES & TECHNICAL TOOLS

- **Computer Skills:** Proficient in Excel, Word and PowerPoint. Power BI
- **Languages:** Native in Arabic, Fluent in English