

Feedan Al Nahhas

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Professional Summary

Highly organized and detail-oriented professional with a Bachelor's degree in Business Management and extensive experience in administrative operations, HR coordination, and logistics support. Skilled in documentation, data management, and interdepartmental coordination. Demonstrated ability to handle confidential information, streamline workflows, and deliver high-quality administrative and HR support. Committed to contributing to efficient business operations and organizational success.

Core Competencies

Administrative Support | Human Resources Coordination | Recruitment Assistance | Onboarding & Employee Records | Logistics Coordination | Scheduling & Workflow Management | Vendor & Supplier Communication | Document Control & Reporting | Customer & Partner Relations

Professional Experience

Education Consultant

Elevate Your Career – HR Consultancy | Sep 2023 – Present

- Coordinated HR-related projects, client meetings, and event logistics to ensure operational efficiency.
- Handled administrative communication and maintained organized records for clients and partners.
- Supported career advising and document preparation processes while ensuring confidentiality and accuracy.

Education Counsellor

Global Study UK | Nov 2021 – Mar 2023

- Provided administrative and logistical support for international student applications.
- Managed client databases, tracked visa files, and ensured timely submission of documents.
- Assisted in planning and organizing educational events and presentations with attention to detail and deadlines.

Sales Coordinator

Techmart | Nov 2018 – Nov 2020

- Managed order processing, documentation, and logistics tracking to ensure timely delivery of products.
- Coordinated between suppliers, logistics partners, and clients to maintain workflow efficiency.
- Prepared operational reports, schedules, and maintained accurate client and order records.

Admissions Administrative Assistant

Lebanese American University | Sep 2014 – Dec 2017

- Supported the Admissions Office by handling application processing, data entry, and records management.
- Assisted in planning and executing university events, school visits, and campus tours.
- Delivered exceptional administrative service and improved student engagement through effective communication.

Internship – Order Processing Officer

Baalbaki Chemical Industries | Jul 2018 – Oct 2018

- Coordinated with suppliers to track shipments and ensure timely deliveries.
- Prepared purchase orders, invoices, and shipment documentation in compliance with company policies.
- Provided logistical support to maintain inventory flow and data accuracy.

Education

Bachelor of Science in Business Studies – Management Emphasis
Lebanese American University, Beirut | 2018

Technical Skills

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Google Workspace | Data Entry & Database Management | ERP Systems (Basic)

Languages

Arabic – Native | English – Full Professional Proficiency | French – Basic Proficiency

Volunteer Work

LAU Civic Engagement – Medrar Foundation | Mar 2018
Participated in donation drives and community outreach initiatives.