

NADINE KMEID

📍 Adonis, Lebanon
📞 +961 71 64 35 85
✉ Nadine_kmeid@hotmail.com
in Nadine Kmeid

Skills:

Sales
Accounting
Networking
Presentation
Cost analysis
Calculation
Mathematics
Customer service
Time management

Computer Literacy:

Microsoft Excel
Microsoft Word
Microsoft Powerpoint

Languages:

Arabic
English
French

Education:

B.A IN banking and finance Jan 2015 - Jun 2018
Holy Spirit University of Kaslik - USEK

Ecole des filles Charite Sep 2011-Jun 2014
Lebanese baccalaureate in Socio-Economic

Workshops:

Work success bootcamp Mar 2018 - Apr 2018

AMIDEAST - Educational & Training service presentation & networking
interviewing tips *certificate of participation

Experience:

Internship Jan 2018 - Feb 2018

First National Bank - FNB
Learned how to give loans (personal, cars)
Trained in a customer services office

Invoice Matcher

June 2022-Dec 2022

Gray Mackenzie

- Matching invoicing between customer and supplier
- Update invoices into internal system

Pricing Analyst:

Dec 2022-

CMA-CGM

- Process all assigned bids, and subsequently create and maintain assigned services contracts and amendments in third party portals such as GT Nexus, Coupa, etc.
- As required by Law, insure that the initial contract and subsequent amendments are filed with the appropriate government agencies in a timely manner.
- Compile rates, surcharges, additional and qualitative issues within the guidelines of the application regulatory bodies, standards and guidelines using the Contract Negotiation Workbook as primary tool.
- Collaborate with proposal team to ensure that proposal pricing/costing and customer deliverables comply with federal government regulations, RFP requirements, and internal policies and procedures.
- Monitor and log all pending revisions on the basis of information provided by Sales or Trade pricing agents
- Liaise with worldwide Trade pricing teams to ensure comprehension of commercial intent of complex Service Contracts
- Analyse and interpret the governing rule tariffs as applicable
- Monitor and respond to all incoming communications from worldwide Trades/markets, Customer Service and Bill of Lading teams.
- Responsible of overseeing day-to-day activities, analysing, delegating and auditing the tasks prepared by other team members