



**Nakhle Fakhry**  
Administrative Assistant

## Personal Details



25/04/1986 - Bcharri



Single



Fanar - Main Road -

Afif Osseiran Street - Route 31/D

Elie El Mallat Building - 4th Floor



Lebanon



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## Skills

Microsoft Office (Excel + Word)

Management & Organization

Multi Tasking - Fast Learner

Customer Service Support

Clerical & Office Skills

Team Work Orientation

Document Controlling

Stock Management

Email Management

Typing Accurately

Monitoring Skills

Phone Operator

Microsoft 365

Data Entry

## Education

• 2005 - 2008 : Tourism Institute - Dekwaneh  
(Marketing , Management & Administration TS3)

• 1990 - 2004 : Mont La Salle - Ain Saadeh

Bachelor Degree

## Employment

14/07/23 Till 31/03/25 : Personal Assistant + Assistant Manager  
Credit Libanais Bank Headquarters - Credit Card Management  
Section - Corniche El Naher

<https://www.creditlibanais.com.lb/>

- Scanning All The Transactions & Emails Of All The Bank Branches .  
After Classifying Them By Type + Data Entry The Scanned Documents  
By Customer's/Company Names, Followed By Their Account Numbers.
- Preparing All The Credit & Debit Cards Types & Number From The Vault,  
On A Daily Basis Schedule Issued By The Manager, & Sending Them To  
The Production Area .
- Inventory Of The Credit & Debit Card Vault Once to Twice Each Month .
- Delivering Finished Cards & Pins To General Managers , Employees  
& To The Grounded Floor Bank Counter.
- Personal Cash Withdrawal & Deposit Based On The General  
Manager Request , & For Her Clients .
- Delivering Courier & Enveloppes Outside The Bank Occasionally Under  
General Manager's Request .
- Internal Phone Operator + Photocopying + Document Controller.

### 1 - BEIRUT MUNICIPALITY

01/01/23 Till **PRESENT** : Monitoring Officer - Night Shift  
Beirut Municipality - Forum De Beirut - Karantina (Part-Time)

- Monitoring & Surveilling The Area.
- Writing Reports To The Governor Regulator & The Municipality, For Any  
Unusual, Suspicious & Irregular Activities.
- Ensuring The Safety & Of The Trespassers & The People Passing By &  
Guiding Them.

03/11/23 Till 03/12/23 : Remote Data Entry Freelancer  
Lebanese Solidarity NGO (Non Governmental Organisation)

<https://www.lebanesesolidarity.org/>

- Daily Data Entry In Arabic & English, Into The Website Databases,  
Of All The Numeric & Personal Information For The Poorest Lebanese  
Families & Their Situation , Handwritten & Filled In Printed Sheets  
By The Organisation's Field Workers - (END OF THE PROJECT)

## Languages

Arabic : Native - Excellent

English : Intermediate

French : Fair

## Hobbies

Travelling

Swimming

Shopping

Cinema

Hiking

Music

## Cover Letter

Dear HR Team/Management,

My objective is to be accepted in your organisation, & Join your team .

With my Experience In Data Entry,

Management - Organization,

Microsoft Office & The Familiarity

Of All Softwares Types, I Believe

I Can Succeed In Managerial

Positions Related to Clerical &

Customer Support Services , With

The ability to type Accurately

any given Database .

A Solid Understanding Of Respecting

Deadlines , & Delivering Correctly.

For Remote Tasks : I Have a Fast

Internet Connection, My Own Work

Space, My Own Lightning, & I Can

Put All My Availability Within.

Private Driver's License

رخصة قيادة خصوصي

**25/11/22 Till 30/01/23 : Stock Keeper + Driver**

**MD Medical - Zekrit - Industrial Zone (2 Months + 6 Days)**

- Receiving & Sending Goods.
- Data Entry On Brains Software + Updating All The Stocks (In/Out).
- Sending Daily Reports On Excel To Administration.
- Scanning, Photocopying, & Printing invoices.
- Data Entry On Excel - Document Controller - Internal Phone Operator.
- E-Mail Management + Delivering Products & Invoices To Customers.

**2 - BEIRUT MUNICIPALITY**

**01/08/20 Till 30/11/22 : Data Entry Clerk (2 Years + 3 Months)**

**General Health Department Of Beirut - Achrafieh - Geitawi**

- Data Entry of the Invoices + Printing Them (Oracle Platforms Software).
- Internal Phone Operator + Document Controller.

**3 - BEIRUT MUNICIPALITY**

**05/01/15 Till 01/02/19 : Cashier + Clerical**

**Beirut Slaughterhouse - Karantina (4 Years + 1 Month)**

- Filling Daily-Basis Schedules + Receipts For Customers.
- Cashier + Internal Phone Operator + Document Controller.

**01/06/17 Till 21/10/17 : Assistant Manager**

**Berdawni Trading - Fanar - Industrial Zone (4 Months + 20 Days)**

- Data Entry Of The Invoices.
- Verifying & Re-checking all Invoices Per Order Daily.
- Filing, Scanning, Photocopying.
- Document Controller.
- Phone Operator.
- Writing Petrol Receipts For all cars of the Company.
- Collecting Money From Customers + Delivering receipts.
- E-Mail Management.

**02/01/17 Till 29/04/17 : Stock Keeper**

**Food & Design - Dekwaneh - Industrial Zone (3 Months + 27 Days)**

- Receiving & Transferring Food/Kitchen/Guest/Cleaning Supplies.
- Data Entry Of The Invoices from All branches.
- Scanning, Photocopying, & Printing invoices.
- Document Controller + Phone Operator.

## More Information

I'm a Fixed Governmental Employee  
In an active Duty Since 2011  
Till **PRESENT**.

Municipality Of Beirut

Internal Security Forces

Regiment Guards Of Beirut

**15/10/16 Till 30/12/16 : Secretary (2 Months + 15 Days)**

**Raad Engineering & Contracting Company –Mansourieh – Main Road**

- Data Entry Of invoices On Excel.
- Scanning, Photocopying, Printing Files.
- Document Controller.
- Phone Operator + Welcoming Guests & Clients.
- E-Mail Management.

All Of My Shifts Can Be Changed  
& Modified Upon Request.

**01/02/15 Till 30/01/16 : Assistant Manager (1 Year)**

**Labaky Factory For Stones & Marbles - Baabdat - Industrial Zone**

- Data Entry On Word & Excel
- Sending & Receiving E-mails in French, English & Arabic.
- Taking Attendance Of Employees On A Daily Basis Schedule + Calculating Their Salaries.
- Document & Archive Manager.

**24/08/12 Till 30/09/13 : Assistant Manager (1 Year + 1 Month)**

**Bropenny - American Kitchen Supplier - Jisr El Bacha - John Kennedy Street**

- Data Entry of the Reports On Excel Sheets.
- Filling Up Daily Basis Schedule.
- Writing All Petrol Receipts For all cars of the Company.
- Phone Operator.

**NB: Earned The "Employee Of the Month Certificate" For the Month of July 2013.**

**10/01/06 Till 10/01/07 : Assistant Manager**

**Audit Plus - Jal El Dib (1 Year)**

- Data Entry of The Invoices + Social Security Agent.