

Nadine Kichly

- Nadine.kichly@hotmail.com
- Citizenship: Lebanese
- Address : Beirut, Ras el Nabeh, Faraya street,
- Mobile : (+961) 70 853978
- Date of birth : 14-09-1996

EDUCATION

Saint-Joseph University (USJ) Beirut – Lebanon

BSc. Administrative and Political Sciences 09/2014 – 07/2017

Saint-Joseph de l'Apparition Beirut –Lebanon

Lebanese Baccalaureate in Economics and Social Sciences 10/1999 – 06/2014

WORK EXPERIENCE

Mike Sport Company Zalka- Lebanon

Back Office Unit Officer – Commercial Department: 2/9/19 –19/11/19

- Data Entry (Create Items on Navision System: item code, barcode, description, sizes, prices, offers)
- Purchase Order (Create PO related to items imported or exported, make the distribution for all branches)
- Stock Rotation (exchange items from branches to other)
- Preparing a price structure for items received from the supplier
- Preparing the offer, discount file and inform the branches about it to be applicable on the POS.
- Sales Order (Create a SO for branches abroad or for a specific customer)

Blom Bank S.A.L. Beirut – Lebanon

Trainee in the Liability Product Management Department: 2/4/19 - 31/8/19

- Process transactions related to changes in interest rates and maturity amendments of bank term deposits.
- Follow up with branches on coupons contracts related to expired term deposits.
- Performs blocking on coupons A/C for rate and maturity.

Saradar Bank
Internship

Beirut – Lebanon
01/2018 – 09/2018

- Responsible for supporting back office function for Treasury service products.
- Worked on the new system T24
- Responsible for processing Incoming and Outgoing transfers in a timely and accurate manner.
- Opening of accounts on the system.
- Internal Transfers
- Domiciliation
- Standing orders.
- Banker Checks
- Worked on data cleaning project, detecting and correcting corrupt.
- Trained on opening bank accounts
- Data Entry on Temenos system

Observatoire de la Fonction Publique et de la Bonne Gouvernance
Saint Joseph University
Researcher

Beirut – Lebanon
11/2016 – 01/2017

- Surveyed high ranking Lebanese officials working in the public sector in order to understand their career incentives
- Organized a seminar on the results of the survey with press presence in December
- Published a booklet containing the results of the questionnaires

Institute of Political Sciences & Canadian Embassy of Lebanon.
Research Assistant

Beirut – Lebanon
01/2015 – 05/2015

- Researching survey: early marriages in Lebanon and in the camps of Syrian refugees
- Investigating different Lebanese cities in order to establish national data basis for different communities and confessions

SKILLS

- **Languages:** Arabic (Native); French (Native); English (Very Good).
- **Computer Skills:** Microsoft Office 2010 (Word, PowerPoint, Excel), Moodle.