

# Rayan El Saidi

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## Profile:

Prepared with essential soft skills, proficiency, and financial skills. I am seeking a position in an environment that would help me refine and implement these skills for the benefit of the greater whole as well as to continuously learn and develop these skills in order to advance myself.

### **MAINABILITIES:**

Strong organization, management and supervision skills. Commendable communications skills as well as a being a fast learner

Capable of working under pressure, multitasking whilst meeting deadlines.

Collaborative spirit, strong interpersonal skills and lenience in working in a diversified cultural environment.

## Experience

April 2014 – Present

**QMR/HSE manager & Proposal Coordinator**  
***STC S.A.L" Specialized manufacturing,***  
***Trading and consulting co. (offshore)"***

### **Essential duties for QMR/ HSE:**

- Ensures and implements Total Quality Policy and HSE policy to STC Head of Departments and their employees.
- Controlling and auditing all the departments internally to make sure they are implementing quality system.
- Improving and developing STC policy without causing any conflict of interest regarding the rules and regulations.
- Providing list of the new instructions to be implemented and executed accordingly.
- Monitors and controls all storing items and ensures they are in good conditions and are valid.
- Insures to send the regular reports to the management concerning all problems and failing in accomplishing the job properly.
  - Maintain a safe and secure working environment
  - Controlling and auditing all the departments internally to make sure they are implementing quality system.
- Responsible of conducting the quality and HSE internal audit.
- Conducting and maintaining the waste management process through departments and finding new ways to help keeping the environment clean through the solid waste management application.

### **Essential duties for proposal coordinator:**

- Coordinate efficiently and effectively a multi-disciplinary group of STC engineers in the Sales Department throughout the tender phase.
- Tender follow up and monitoring with the ministry of oil in Iraq, also sister companies.
- Review tender documentation and identify the key elements of the proposal in accordance with Company policies & procedures and commercial best practice.
- Communicate efficiently and effectively with both the Tendering Manager and the Corporate Department Manager as required bringing clarity to new proposals.
- Develop effective construction and manpower schedules for proposed projects in line with clients' requirements.
- Review estimates and costs with the Tendering Manager prior to a proposal being submitted.
- Submit authorized Technical and Commercial proposals to clients including the applicable list of

- Maintain up-to-date knowledge regarding the execution efficiency and difficulties faced by current Company projects for use in future tenders.
  - Maintain up-to-date commercial knowledge of the local market including, tender results and competitor price levels.
  - Prepare and modify documents including correspondence, reports, drafts, memos and emails;
  - Take part in projects and other duties as assigned by President and/or General Manager.
  - Conduct extensive research on the Iraqi market and the Oil and Gas Industry;
  - Provide information and analysis in the form of organized reports and presentations to international companies.
- **Newly assigned as the person in charge of implementing the company new software**

March 2013 – April 2014

**Branch administrative assistant  
Allianz SNA insurance company  
Life insurance coordinator  
Arab assurance advisors in Allianz Sna Section**

**Essential duties:**

- Working with the Branch Management team on all technical issues effecting the operations of the branch, and assist the team of agents with their customer services.
- Working with the IMS software system for Insurance policies data, also Suivi Microsoft access, and POS (point of sale system for policy issuance).
- Ensuring all workstations are running at maximum efficiency.
- Ensuring inter-office mail is collected and forwarded to Head Office.
- Printing and distributing reports in a timely and efficient manner.
- Ensuring all courier packages are picked up and delivered and billed appropriately.
- Maintain files on all prospectus and documenting name and address of those who receive a prospectus.
- Ensuring cost effective ordering of branch supplies
- Processing all cash and certificate deposits and withdrawals in timely and accurate manner
- Maintain a complete understanding of compliance regulations regarding banking regulations.

→ **At Arab assurance advisors as a life insurance coordinator with Allianz Sna;**

- Process applications for changes to reinstate and cancel the insurance policies
- Duties include reviewing insurance applications to ensure that all questions have been answered.
- Compiling data on insurance policy changes
- Changing policy records to conform to insured party's specifications
- Compiling data on lapsed policies to determine automatic reinstatement according to company policies
- Assisting agents with their customer services and requests
- Verifying the accuracy of insurance company records
- Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
- Manage to work with insurance of groups, assist in their requests and auditing their policies
- **Done training on accounting transactions (payroll, NSSF, JV, PV, RV)**

Feb 2012 – March 2013

**Document imaging specialist CUM Data Entry Operator  
RSTN Group of companies at Metlife Alico**

**Job summary:** Perform production activities for supporting and administering in-house document scanning and indexing.

**Essential duties:**

- *Responsible for prepping, scanning, indexing, OCR'ing, and quality checking work performed during the full cycle document imaging process.*
- *Scanning using E2C Imaging software.*
- *Ensuring proper transfer of images.*
- *Responsible for document safe keeping, security, archiving.*
- *Responsible for maintaining and ensuring optimal performance of scanning hardware and software.*

June to Aug 2011

**Customer service intern  
Blom Bank**

**Essential duties:**

- *Interacted with clients and advised those regarding content related issues.*
- *Developed a thorough understanding of the target audiences.*
- *Data entry for the information for the considered client*

July to Dec 2010

**Internship in Accounting  
MetLife ALICO insurance company**

**Summer intern duties:**

- *Study and generate daily financial reports requested by my trainer.*
- *Deal with accounting financial measures, also using IBM software*
- *Worked in tandem with other departments of the Organization including advertisements as well website content, etc.*

Aug- Sept-2009

**Trainee at Credit Libanais Bank**

**Education**

2008-2012

**Bachelor degree in Business Studies  
Arab Open University  
In addition to UK British bachelor degree  
UK Open University**

2007-2008

**Baccalaureate in Socio-economics**

**Certificates**

May 2017

**Internal QMS auditor training (based on ISO 9001:2015 and ISO 14001:2015 and OHSAS 18001 (HSE) @ IRCA**

May 2015

**Internal QMS auditor training (based on ISO 9001:2008 14001:2004 and OHSAS 18001 (HSE) @ IRCA**

May 2015

**QMS foundation training course (based on ISO 9001:2008)  
IRCA**

May 2014

**Emotional intelligence and body language  
ACT Leaders training Centre**

Sep 2014

**Neuro-Linguistic programming (NLP-Module 1)  
ACT Leaders training Centre**

**Skills:**

- Excellent demeanor of Microsoft office Programs, including Microsoft Word, Excel, PowerPoint, as well as proficient internet exploring skills.
- Have working knowledge of IBM accounting program, Also E2C document imaging program.
- Knowledge in working on Iris Pixels system
- Fluent in **English, French, and Arabic**

*References and recommendations are available upon request.*