

CURRICULUM VITAE



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OBJECTIVES

To work in a company where I can contribute my knowledge and as well as I can develop my capabilities and experience for future growth.

EXPERIENCE

- July 2021/ Present: Finance & Admin Project officer for a rehabilitation project.
- October 2020/ Present: Finance & Operations Officer, in **Reine Pharm & Health & Beauty**.
 - Create and implement financial policies to guarantee operational efficiency
 - Maintain records and receipts for all daily transactions.
 - Ensure financial records are kept up-to-date with the latest transactions and changes
 - Contribute to financial audits
 - Perform periodic financial analysis to detect and resolve problems
 - Enter all expenses into the software system and general ledger
 - Manage all correspondence related to administration and finance
 - Liaise with the banks
 - Assist in preparing salaries
 - Managing the accounts payables
 - Assist in end of year closing financial process and collaboration with external auditors.
 - Following up all tasks related to the VAT and the NSSF
 - Preparing monthly aging reports
 - Work collaboratively with other teams (Sales and Logistics) to achieve shared goals.
 - Prepare weekly and monthly reports requested by management
- June 2020/ September 2020: Collection & Receivables officer, in **Reine Pharm & Health & Beauty**.
 - Keeping accurate records on collection activity
 - Preparing daily collection schedule
 - Preparing Balance confirmation and follow up
 - Preparing a solid database of customer information
 - Setting up a follow up system
 - Preparing monthly aging reports
 - Managing daily accounting transactions related to accounts receivables
 - Maintain highly organized and updated client files by checking client Invoice.

- January 2019/ October 2019: Finance & Operations Officer, in **Ghanem group** (Mr Clean Hospital Services SARL – GMT – Kimbo).
 - Handle accounting tasks
 - Follow up the accounts receivable & accounts payable
 - Prepare PAYROLL in accordance to staff attendance
 - Manage teams for better performance
 - Develop and maintain an organizational structure and staffing schedules which will ensure effective execution of approved objectives
 - Get all needed supplies to use when needed
 - Maintain records and complete regular scheduled financial reports to monitor financial results
 - Prepare and operate within an annual operating budget
 - Execute the procurement tasks
 - Conducting job interviews with potential candidates
 - Pre-qualify candidates and advise for second interview
 - Control staff leave days and sickness
 - Manage all office related issues
 - Handle and follow up all company legal issues related to HR.
 - Petty cash handling
 - Collection Follow up on daily basis
 - Bank reconciliation
 - Stock controller

- January 2017/ September 2018: Business Development Executive, in **PRO-FAST BUILDERS** for general contracting, rehabilitation & trades.
 - Overseeing the day-to-day administration of the office
 - Plan and coordinate administrative procedures and systems
 - Monitor costs and expenses and assist in budget preparation
 - Administer accounting journals & maintain the accounting software
 - Prepare and produce company's documents
 - Distribute emails, SMS, letters...
 - Flowchart of the sales process
 - Implement leads database
 - Review profit growth charts
 - Trained by "Action coach"/ (Action coach supported our company for business development).

EDUCATION AND QUALIFICATIONS

- 2016/2017: Business Management, Master 2, at Lebanese university, Faculty of business, Branch 3, Tripoli, North of Lebanon.
- 2014/2015: Business Management, license, at Lebanese university, Faculty of business, Branch 3, Tripoli, North of Lebanon.
- 2011/2012: Lebanese Baccalaureate (Life Sciences), at Kobbah High School, Tripoli, Lebanon, Arz street.

INTERNSHIP EXPERIENCE

- August 2014: Training in "North Lebanon Water Authority", Accounting and Auditing.
- June and July 2014: Training in "Nini Hospital", Admission & Invoicing, at Out department.

WORKSHOP EXPERIENCE

- January 2018: Certificate of completion, in “Lebanese League for women in Business”, in Public Speaking Skills, with Mrs. Lamia Charlebois.
- April 2017: Certificate of completion, in "STANDARDS for human resources", in Recruit, Interview & Select Showcase.
- February 2015: Certificate of completion, in "Al Amine International Academy for Training and development ", in Self Development-The power of Words.

GRADUATION PROJECTS

- Master II: “Impact des politiques d’aide à l’entrepreneuriat sur l’émergence d’esprit d’entreprise chez les jeunes et les étudiants”
- License: “L’influence de la certification ISO sur le succès de l’entreprise *Cas Pratique: Dabboussi Group*”

COMPUTER SKILLS

- Ms-Word, Ms-Excel, Ms-PowerPoint
- Orange Accounting software
- Orient Accounting software
- Designing on Canva website/PowerPoint (to create content like posts, flyers, infographics...)
- Prezi
- Photoshop

IMPORTANT COURSES

- Sustainable Development
- Leadership
- Strategic Analysis
- Change Management
- Risk Management
- Entrepreneurship
- Human Resources management
- MOOC (a lot of courses by companies & universities like Microsoft and Harvard University...)

LANGUAGES

- Arabic: Native Language.
- French: Very Good.
- English: Very Good (e-courses & permanent self-improvement).

ACTIVITIES AND INTERESTS

- Reading
- Researching
- E-learning
- Online courses
- Playing Ping-Pong

REFERRALS.

- Existing upon request
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