

Lucie Elias Habib

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CAREER OBJECTIVE

To Secure a Position Logistics Coordinator or Shipping Supervisor that will allow me to implement my Organizational Skills and my Ability to motivate others on all levels in the Achievement and Advancement of Individual and Organizational goals

SKILLS

- Ability to seek alternative solutions for dilemmas and problems
- Decision making ability
- Ability to Prioritise
- Strong Attention to Details and follow up
- Ability to work well under pressure and Constant Deadlines
- Ability to analyse data
- Strong Communication Skills
- Ability to Build BENCHMARK
- Problem- solving
- Good Organisation and Responsibility

WORK HISTORY

Al Furat For Tobacco & Cigarettes Industry, Zalka-Lebanon, September 2014-March 2020

Logistics Coordinator

- Complete accurate and timely scheduling, ordering and dispatching to ensure that the flow of product meets customer demands
- Track shipments from Pickup through delivery so that accurate, up-to-date information can be provided regarding any shipment
- Link with factories to monitor availability of products on due dates prior to planned shipments
- Prepare order forecast for the factories
- Negotiate with transportation providers to obtain best rates and service
- Create and monitor transportation provider benchmark system to measure service levels
- Receive and process transportation requirement requests from customers
- Control payment terms and payment balance before shipments
- Provide exceptional customer service by developing good working relationships with the customers
- Proactively handle customer shipment routing requests.
- Prepare load-build reports as requested by the management
- Resolve customer problems & complaints to ensure customer satisfaction

GEITAWI HOSPITAL,Ashrafieh-lebanon2011-2014

Office Assistant,Radiology Department and interventional cardiology

- Prepare invoices for external patients
- Maintained complex confidential patient database
- Rotated through multiple areas and functions
- Provided the necessary care,safety and monitoring of patients
- Contributed to successful teamwork
- Proven ability to work under pressure
- Maintained equipment in proper working order
- Ability to build and maintain good relationship with patients and healthcare providers
- Managed to direct telephone communications and schedules

SABROZA,ashrafieh-lebanon(research&consulting company),January 2008-November 2011

Administrative Assistant

- Searching the Middle East news through internet,in three languages(Arabic,English,French)
- Filing,copying,faxing,emailing,typing(Arabic,English)
- Data entry(upload data of relevant information related to the type of business,reports handling)

Bookkeeping

- Following up all orders
- answering phone calls

CHIDIAC MOTOR'S COMPANY,Ashrafieh-lebanon,summers 2002-2007(Part Time)

Administrative &sales Assistant,Bonds Departement

- Data entry of incoming bonds into our proprietary systems
- filing,copying,faxing,ordering of supplies
- Maintain research files of bonds
- Answering phone calls
- negotiating prices&offers with custemrs
- Other clerical and administrative tasks requested

KARIZMA(Clothing store),bourjhammoud-Lebanon,2002-2007(Part Time)

Sales&Purchasing assistant

- Handling the indoor sales
- Merchandizing
- Visiting the suppliers for clothes purchasing

EDUCATION

2007-2008 Lebanese university, Faculty of sciences, Fanar-Lebanon

B.S in chemistry

2000-2001 Lycee Laure moughayzel, aschrafieh-Lebanon

Lebanese baccalaureate in life sciences