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New Rawda – Lebanese University Street – Khoury Building – 4th floor – Beirut, LEBANON

NANCY NEHME

VISION:

Being a part of a positive environment at work by giving maximum productivity and maintaining a healthy flow of communication that leads to an effective data integrity

CAREER OBJECTIVE:

To Join a reputed firm in a position that would take best advantage of my education & experience and offers me good growth, potential and stability

KEYS OF SUCCESS:

- Integrity & Ethics
- Leadership
- Teamwork
- Training
- Recognition
- Communication
- Continuous Improvement

PERSONAL INFORMATION:

Date of Birth:	July 14, 1981
Sex:	Female
Nationality:	Lebanese

EDUCATION BACKGROUND:

2000 – 2001	Pigier-Supec University - Gemayze <i>1st Year General Business & Compatibility</i>
1998 – 1999	Mar Doumit High School - Roumieh <i>Philosophy</i>

PROFESSIONAL BACKGROUND:

August 2019 till	- TL Marble & Mining Offshore – Jdeideh
November 2020:	<i>Business Development & Marketing Dept.</i> - Offshore Mutlimedia Company – Sweden (Office in Jdeideh) <i>Account Manager (Handling Offers, Quotations, Purchase orders, Sales Invoices, statements, Internal accounts, emails ...)</i>

August 2016 till July Boudakian House of Uniforms – Jisr El Wati

2019:

Showroom manager

July 2004 Till July

Virgin Megastores of Lebanon s.a.l – Beirut

2016:

-Customer Service Manager & Duty Manager of Downtown branch

-Manager of After Sales Department

-Customer service officer: Services & duties consist on assisting customers

with: Needs, Clients complaints, Financing, VIP customers, Customer feedbacks, Client orders, special customers and employees discount, operator services (incoming and outgoing calls, filing, exchange, cashier, VAT tax free sheet ...)

-Responsible of providing new employees with a full training to help develop their skills and abilities in better serving customers.

2001-2004

C. Nassar & Sons – Jdeideh

Atelier Manager, Stock Keeper, Accounting Of The Maintenance Department

2001

Trust for Barter and Trade - Jdeideh *Accounting Department*

1999 - 2000

Via Spiga – Sodeco Square

Sales Manager, Stock Keeper

COMPUTER SKILLS

- Good Knowledge in Microsoft Windows Operating System & Office Applications: Word, Excel, Power Point, Access, Outlook, Dropbox
- Cobol
- Microsoft Business Solution CRM (2 Versions: 1.2 & 3.0)
- Microsoft Internet Explorer
- Elvis retail system
- VisualMc4Me / Brains system

LANGUAGES

	<u>Spoken</u>	<u>Written</u>	<u>Read</u>
Arabic	Native	Native	Native
French	Good	Good	Good
English	Good	Good	Good

INTERESTS AND HOBBIES

Swimming, Hiking, Reading, All Kinds of Music.

-References Are Available Upon Request -