

MANDY MICHEL NASSOUR

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Address: Lebanon - Amchit

Date of birth: 8-5-1993



OBJECTIVE:

To be a part of company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills.

Work Experience:

Control Room Officer AT IPT Head Quarter (Issa Petrol Trade) – (2018 – 2022)
Oil and Gas Company located between Lebanon and Dubai, comprise the import and storage of petroleum product, including gasoline, gasoil, diesel oil, LPG and Lubricants and their distribution to gas station

- Performing control room daily operations with high integrity and efficiency.
- Monitoring the company's truck using advanced GPS system.
- Monitoring CCTV cameras on trucks to monitor smooth deliveries to clients.
- Monitoring deliveries – (loading, transit, discharge, returned ...)
- Analysing trips duration and optimizing fleet utilization.
- Ensuring strict compliance with company regulations by drivers.
- Identifying on-road exceptions and taking immediate remedial action.
- Providing trips updates to operations and management.
- Developing and presenting daily management reports.
- Coordination with operations supervisors and drivers via phone or whatsapp.

Administrative assistant AT Makhlof company

(2016 – 2018)

A Tendering Company That Undertakes State Roads and Bridges.

- Ensures and maintains confidentiality of all communication and documentation
- Plans, coordinates and finalizes details and follow-up on request
- Coordinates stakeholder meetings
- Communicates effectively with teammates
- Leverages powerpoint to create and disseminates new hire announcements
- Exercises initiative and good judgement to make sound decisions
- Performs record keeping of all financial budget planning for managements expense account ensuring the budget stays below the 'not to exceed mark'

Intership At Byblos Bank, Between Branches and Head Office.

(2014 – 2015)

- Negotiation and interpretation skills
- Communication and interpersonal skills
- Knowledgeable in eligibility criteria of clients
- Adept in computer applications
- Ability to work with team with or without supervision
- Highly organized and demonstrated financial management skills
- Ability to take initiative and work under pressure
- Financial planning
- Risk assessment
- Customer service
- Problem solving
- Investment management
- Technical skills
- Negotiation skills

Education:

Bachelor degree in banking and finance.

(AUL - arts, sciences and technology university in Lebanon)

Additional skills:

- GPS System
- CCTV
- Control system
- Microsoft office, Microsoft word, Excel, Outlook, PowerPoint ...

References: references available upon request.