

Jessica Raad

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DOB: 3-May-1988

Marital Status: Single

Nationality: Lebanese

Education

- *MBA International Paris in Enterprise Management* 2014-2016
Université Saint-Joseph in collaboration with Sorbonne and Paris Dauphine- Monot
- *Bachelor degree in International Business Management* 2007-2011
Notre Dame University- Louaize
- *Human Literature (Lebanese & French Baccalaureate)* 1992-2007
Sainte-Famille Francaise- Fanar

Work Experience

Raad Engineering & Contracting – Mansourieh

April 2015- Present

Job Title: *Accounting & procurement supervisor*

Responsibilities:

- Place orders
- Comparative price reports
- Coordinate with suppliers
- Coordinate with managers on sites
- Inventory report
- Follow-up on orders
- Follow-up on shipments at port
- Manage stock control at warehouse and on site
- Handle Suppliers ledgers and data entry
- Prepare daily sales invoices, payment notes, payment receipts and credit notes
- Follow-up on bank statements and reconciliation
- Prepares projects balance sheet and P&L
- Report to management

Clouds Media sarl - Jdeideh

February 2015- March 2015

Job Title: *Account manager and content writer*

Responsibilities:

- Supervise the team of account executives
- Check the team work and make sure it is up to company standards
- Communicate with clients and make sure their needs are met within deadline set
- Manage projects: client social media postings, website development, advertising campaigns
- Create content and write articles for online and print magazines
- Report to management on regular basis
- Other duties as may arise

Majestic Holding Int'l - Jal el dib

March 2012- July 2014

Job Title: *Executive coordinator*

Responsibilities:

- Bank Statements reconciliation (transfers, cheques..)
- Bank payment transfers and follow-up on cash flows
- Clients Ledgers reconciliation; update of sales report
- Suppliers Statements follow-up and reconciliation
- Reconciliation of stock cards and updating stock value report accordingly
- Opening LCs and updating LC debts outstanding and refinancing reports
- Client LC procedure follow-up & finishing; update of the corresponding report
- Supplier LC procedure follow-up & finishing; update of the corresponding report
- Sales contracts
- Logistics and shipments procedure & follow-up between supplier, client and forwarder
- Coordinating deals and making orders from suppliers and with clients; follow-up on payments to suppliers and from clients
- Assist Chairman

Raad Engineering & Contracting – Mansourieh

Feb 2010- Apr 2011

Job Title: *Accountant (part-time job)*

Responsibilities:

- Accounting vouchers (expenses and receipts)
- Suppliers statement of accounts
- Salaries
- On site general expenses
- Office petty cash

Bank of Beirut – Mansourieh branch

Sep 2009- Oct 2009

Job title: *Trainee*

Computer Skills

- Microsoft Office (Word, Excel, Outlook, PowerPoint, & E-business)
- Socrate Accounting System
- Primavera Logistics System
- Social media management (facebook, instagram, pinterest, tumblr, twitter..)

Languages

	Reading	Writing	Speaking
English	Fluent	Fluent	Fluent
French	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent
Spanish	Good	Fair	Fair
Portuguese	Good	Fair	Fair

Interests

- Sports (volleyball, basketball, swimming, gym..)
- Travelling
- Reading
- Fashion design: drawing, execution, sales
- Interior design: furniture
- Music
- Photography
- Technology

Reference available upon request