Roula Bou Raad Sawaya

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Lebanon, kesserwen, zouk mosbeh, maronite project, D1 building

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Objectives

Applying to the career opportunity **Office assistant, Z Networks, Marysville, WA.**

Education

Lebanese University, Faculty of Economics and Business Administration, branch 2, Achrafieh

***2018*** Bachelor in Business Administration

Lebanese University, Doctoral School for Science and Technology, Hadath

***2012*** Research Master’s in analytical chemistry with a speciality in industrial analysis

Lebanese University, Faculty of Sciences, branch 2, Fanar

***2010*** Bachelor in chemistry

Notre Dame de Louaize, zouk mosbeh

***2007*** High school diploma, life sciences

Experience

Lebanese Customs | Beirut Downtown, Riad Al Solh

***Inspector*** *February 2014 – present*

* *receive the daily mail*
* *process the requests of the different departments concerning supplies and services procurement*
* *Perform research in law*
* *Perform administrative tasks using Microsoft office suite, outlook as well as financial tasks on the budget electronic system*
* *Draft formal letters and correspondence to internal and external actors and prepare them to be signed by the department chief and the director general*
* *ensure the necessary amount of money is available for any new project according to the budget allocated to the administration*
* *issue quarterly and yearly financial statements within specific timeframes*
* *Coordinate with employees from the different departments of the administration and with external partners to maintain relations and files follow-up*
* *monitor expenses*
* *examine compliance of received quotations according to the official regulations*
* *organize records and archiving files*
* *perform routine tasks such as phone calling, mailing, copying and filing*
* *Receive visitors in person or over the phone, answer their questions in a courteous manner and direct them to the appropriate person if necessary*
* *review the classical work procedures based on paperwork and optimize them permanently in order to simplify and save time and resources*

Lycee Provincial, Antelias

***Teacher*** *september 2012 – february 2014*

* *teach scientific subjects, mainly math and chemistry,*
* *use innovative and concrete techniques to help students with learning difficulties*

Chemical Analysis laboratory, Lebanese University, Fanar

***Research master’s trainee*** *february 2012 – july 2012*

* *study migration of specific pollutants from recycled paperboard packaging materials to solid food matrices*

Rifai roastery, zouk mosbeh

***Saleswoman*** *february 2010 – july 2012*

* *receiving clients and selling the products*
* *Preparing regular order of needed products*
* *Completing all required tasks to ensure products are displayed properly*

Freelance tutor

***Private tutor*** *January 2009 – present*

*● Teach students one to one at home and in an afternoon school.*

*● Sessions given include different school subjects and different levels as well as university scientific courses.*

*● Evaluate student progress through independent work and interactive learning methods*

Skills

* computer skills: Microsoft office Word, Excel, Powerpoint, outlook
* languages: fluent Arabic, fluent French, fluent English
* procedure innovation leading to lower costs
* problem solving