

Zgharta, Lebanon.

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Mary Michel Mitri

OBJECTIVE

Seeking a job at a renowned company that represents a suitable medium to empower my professional skills and my ability to work in multidisciplinary teams.

EDUCATION

University of Saint Joseph, Lebanon

June 2010

BS - Bachelor of Business Administration

De La Salle Frere School, Zgharta, Lebanon

June 2007

Lebanese Baccalaureate – Economy & Sociology

EXPERIENCE

Mondi Lebanon, Chekka, Lebanon

Sales Assistant

Jan 2013 – Present

- Prepare the monthly sales report and the presentation for the sales department.
- Make contact with the clients, follow-up with them on orders' trials, deliveries, and payments
- Invoicing
- Payroll

Ministry of Social Affairs, Koura, Lebanon

Jan 2011- Dec 2012

Field Coordinator, National Poverty Targeting Program (NPTP)

- Receive maps, list of sampled households, core questionnaires, diaries, fieldwork manuals and other forms from the team leader.
- Complete the appropriate coding of the core questionnaires and diaries.

RM Event, Lebanon

Aug 2011 - Jun 2013

Coordinator of Events

- Prepare proposals and quotations for the work
- Assist with negotiations for space contracts, event services and suppliers, and aggressively gather information on each project to achieve quality event productions.
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- being at the venue on the day of the wedding to make sure that everything goes to plan

Saydet Zgharta Hospital, Zgharta, Lebanon

Jul 2009 – Aug 2009

Intern at the Purchase Department

- Handling all incoming purchasing
- Dealing with suppliers (medical supplies ,food supplies)

TRAININGS

- Business English – Certificate from Georgetown University – Washington *Jun 2010*
- Time and Stress Management – Tamayaz Local *Jul 2013*
- Microsoft Power Point Advanced Level - Formatech *Oct 2013*
- Compliance Training *Jun 2014*
- Handling Difficult Situations – Mondi Academy *Oct 2014*
- Emailing and Speaking – Lebanese American Center *Feb 2015 – Apr 2015*
- Finance for Non-Financial Managers I & II – Mondi Academy *May 2015*
- 5P Rollout – Mondi Academy *Aug 2015*

SOCIETIES

Lebanese Scouts Member

Jan 2003 – Jul 2009

SKILLS

Languages Fluent in Arabic, English, and French

Computer Skills Microsoft office, Microsoft Dynamics AX, SAP, 5P, 3G, and BASE

** References will be submitted upon request*