



daniellamnsour@live.com



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Mousharrafieh, Beirut, Lebanon

SKILLS

Accounting

Handling cash

Time management

Follow up

Motivated

Detail oriented

LANGUAGES

Arabic

Native or Bilingual Proficiency

French

Full Professional Proficiency

English

Full Professional Proficiency

Spanish

Elementary Proficiency

Daniella Mansour

Projects Coordinator

To obtain a higher position in the business field, where I will be able to contribute my skills, knowledge and experience, to a company that will help me develop my career

WORK EXPERIENCE

Projects Coordinator / Procurement

Ecolife Properties S.A.L

05/2019 – Present

Lebanon - Minet El Hosn

Facilities Management Services

Achievements/Tasks

- Coordinate project management activities, resources, equipment and information
- Work with the Project Manager to eliminate blockers
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Prepare purchase orders
- Review prices and product specifications from various suppliers

Accounts Receivables

Ecolife Properties S.A.L

09/2018 – 05/2019

Lebanon - Minet El Hosn

Achievements/Tasks

- Processing accounting receivables and incoming payments
- Performing day to day financial transactions
- Handling petty cash
- Preparing bills receivable, invoices and bank deposits
- Reconcile the accounts receivable ledger
- Collection

Internship

Blom Bank S.A.L

08/2017 – 08/2017

Beirut - Ghobeiry

Achievements/Tasks

- On-Site training
- Assisting the organization in the development of its marketing, business and public relations projects

Internship

Central Bank of Lebanon

07/2017 – 07/2017

Beirut - Hamra

Achievements/Tasks

- Attended classroom training featuring a technical overview of the Central Bank's different functions

EDUCATION

Bachelor Degree in Business Management

Université Saint-Joseph

09/2015 – 06/2018

Beirut - Monnot

Lebanese Baccalaureate - ES

Collège des Pères Antonins

2002 – 2015

Lebanon - Baabda