FADIA GHANNAM AL CHAMI

Address: Kfarnabrakh Al Chouf-Lebanon Birth: 25 Sep. 1984 Status: Married + 2 Phone number: 00961 70929705 E-mail Address : Fadia_shami@hotmail.com

OBJECTIVE

Seeking a position in your honorable institution where I may be able to apply my experience and knowledge in order to meet my future goal regarding administration.

PROFESSIONAL EXPERIENCE

July 2015-Aug.2019 Accounting Head Department	Ain Wa Zein Medical Village (AWMV) (ISO Certified), Lebanon
April/2011-July 2015 Central Cashier	Ain Wa Zein Medical Village (AWMV) (ISO Certified), Lebanon
11/12/2005-April/2011 Accountant	Ain Wa Zein Medical Village (AWMV) (ISO Certified), Lebanon
5/9/2005-10/12/2005 Training Accountant	Ain Wa Zein Medical Village (AWMV) (ISO Certified), Lebanon
4/7/2005-30/7/2005 Internship Customer Servio	ces&Counter Bank Audi-Khaldeh Branch
7/2/2005-6/3/2005 Training Retail Marketing D	ivision BLOM Bank-Main Branch, Beirut

EDUCATIONAL BACKGROUND

2016-2019 Master Science in Business Strategy (Expected graduation: Sep. 2019) NDU-Deir Al Qamar Compass

2002-2005 B.A. degree Business Administration (Banking&Finance)

2001-2002 BACC II Experimental Sciences

BCU-Hawaii University-Hamra

Kfarhim Official School, Lebanon

SKILLS

•	Earned Praise for renewal of cashier system	Ain Wa Zein Medical Village (AWMV)
•	Two Earned Praises	Ain Wa Zein Medical Village (AWMV)
•	Seminar "Train of Trainers"-TOT	NBTS
•	Workshop "Cash Flow Budgeting-Preparation & Analysis"	Lebanon Executive Training
•	Workshop "Cash Flow & Budgeting"	Lebanon Executive Training
•	Workshop "Communication Skills"	Lebanese Management Association(LMA)
•	Workshop "Interviewing Techniques"	NBTS
•	Workshop "Management Skills"	NBTS
•	Workshop in Department&Cost Center Clarification	Ain Wa Zein Medical Village (AWMV)
•	Course Creative Thinking&Problem Solving	CSP Middle East
•	Course Stress&Time Management	CSP Middle East
•	Project Feasibility Study	Construction Management Consultant
•	Course in Fire Fighting Ministry of Inte	rior&Municipalities(Civil Defense Division)
•	Course Effective Communication Skills	CSP Middle East
•	Make several Feasibility Studies for major projects in AWM	V
•	Good communication skills	
•	Team work	
•	Quick Grasping and learning power	
•	Confidentiality, planning and organizing	
•	Stress tolerance	
•	Ability to identify and prioritize, complete and delegate tas	ks appropriately to meet deadlines.

SOFTWARE

- Excellent user of: Microsoft word, Excel, PIMS(Profiles)
- Good Internet user

LANGUAGES

- English: Read, Written, Spoken.
- Arabic: Native Language.
- French: Read

PERSONAL INTERESTS

- Reading
- Swimming

R E F E R E N C E

- Engineer Ghassan Al Beayni, Technical & Logistic Services Director, Ain Wa Zein Hospital, Tel: 00961 3700370
- Engineer Ihab Fares, Data Management Head Dep., Ain Wa Zein Hospital, Tel:0096170855804
- Dr. Farid Kerbaj, Medical Director, Ain Wa Zein Hospital ,Tel: 00961 3635446