

Rani Halabi, MBA

Administration Officer

Location: Beirut, Lebanon

Email: Rani.Halabi44@Gmail.Com

Phone Number: +96171281573

Lebanese: Nationality

LinkedIn: <https://www.linkedin.com/in/rani-halabi-781960112/>

Administration Officer with extensive experience in external relation affairs, digital transformation, and event coordination. Proven ability to manage complex tasks, communicate effectively with diverse stakeholders, and ensure the successful execution of high-profile events and meetings. Adept at handling administrative responsibilities, preparing detailed reports, and maintaining up-to-date records.

Experience

Administration Officer - External Relation Affairs

September 2022 - Present

Arab Air Carriers' Organization

Beirut, Lebanon

- Organize and participate in in-person/virtual meetings with vendors for the Digital Transformation Task Force (DTTF), including sending invitations, taking minutes, and preparing briefs for member airlines and the Top View (Bulletin) issue.
- Review and discuss Memorandums of Understanding with the Executive Director to ensure alignment with AACO's ethics and terms.
- Maintain up-to-date DTTF Department documents and representative sheets on the server.
- Coordinate venue preparations, including negotiating rates, signing contracts, and handling payments with the financial department.
- Manage meeting room arrangements, participant assistance, and ensure the transport of IT equipment, stationery, and necessary items for meetings.
- Prepare agendas, participant lists, action items, and share meeting outcomes with members, following up with vendors as needed.
- Coordinate AGM preparations, including monitoring event schedules, sending invitations, preparing programs, and uploading content to the website.
- Assist with logistics such as plate and sticker preparations, seating maps, registration desk support, and participant assistance with seating, transportation, and badge distribution.
- Support the Executive Director with presentation preparations, speech typing, document reviews, and ensuring the accuracy of reports and speeches in both English and Arabic.

Sales Associate

February 2021 - August 2022

Android Alchemists

Beirut, Lebanon

- Consistently exceeded sales targets by 15% on average, resulting in increased revenue and profitability for the store.
- Successfully implemented a new sales strategy that increased sales by 20% within the first quarter.
- Maintained a customer retention rate of 80% by developing and nurturing strong relationships with customers.
- Collaborated with the marketing team to create promotional materials and effectively communicate new product offerings to customers.
- Created detailed proposals and reports related to technical products to effectively communicate benefits to potential customers.
- Consistently met or exceeded customer service standards, resulting in high levels of customer satisfaction and repeat business.

Sales Associate

August 2018 - January 2021

A New Earth Organic Store

Beirut, Lebanon

- Provided exceptional customer service by delivering informative and engaging product presentations to customers, resulting in increased sales and customer satisfaction.
- Utilized Trello CRM software to manage and organize tasks, ensuring timely completion of responsibilities and effective follow-up with customers.

Sales Associate

Tabet Group, Le66 Concept Store

September 2015 - July 2018

Beirut, Lebanon

- Proactively identified new sales opportunities by analysing market trends and customer needs.
- Built and maintained a strong pipeline of leads, resulting in increased sales revenue.
- Developed strong relationships with customers, resulting in increased customer retention and loyalty.
- Successfully negotiated and closed deals with customers, resulting in increased sales revenue.
- Continuously analysed and adjusted sales strategies based on performance data, resulting in increased sales effectiveness.

Education

Master of Business Administration
Lebanese International University

June 2021

Beirut, Lebanon

Bachelor of Business Administration
Cardiff Metropolitan University

June 2018

United Kingdom

Skills

- **Languages:** English (Professional), Arabic (Native)
- **Software:** MS Office Suite - Trello/HubSpot (CRM Software's) – Canva.
- **Technical Skills:** Digital Transformation, Virtual Meeting Coordination, Document Management, MoU Review, Contract Negotiation, Event Coordination, IT Equipment Management, Agenda Preparation.