

## Chahira Raslan

**Mobile : 961.3.87 60 70**

**Phone : 961.1.311 941**

**E-mail : chahiraraslan@gmail.com**

**Nationality: Lebanese**

**Beirut – Lebanon**

### **Career Objective:**

I am a positive and hardworking person always striving to achieve the highest standard possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people.

I am looking to invest my skills and expertise in Project Management for the support and success of the organization.

### **Professional Experience:**



**June 2018 – Present**

**Responsibilities:**

- Project manager of “Class Solution” a project that aims to install Robotics and STEM education in schools.
- Translation of all curriculums from English to French- Instructors Manuals as well as several volumes of students’ handbooks.

**Assistant to the CEO- Makassed General Hospital**

September 2015 - September 2016

**Supervisor - Khaled Bin Walid school- Al Makassed**

Year 2014-2015

**Teacher - CIS College**

Year 2013-2014

Teaching 4 Business and Marketing courses for all BT1 through BT3.

**Business Co-Owner / General Manager – ConnecTrol SARL**

January 2012 – January 2013

**InfoPro-Lebanon Opportunities– Beirut**

May 2010 – December 2010

*Project Manager & Assistant to the GM / Editor in chief*

**ARA Research & Consultancy- Beirut**

August 2008 – September 2009

**Handling Double Roles:**

*1- Project Manager of all CS (Customer Satisfaction) Research programs*



*Executive Secretary/ Assistant Managing Director*  
**Gezairi Transport S.A.L**  
January 2003 – August 2008



*Executive Secretary*  
**Arab Organization for Translation- NGO**  
May 2001 – Jan 2003

*Show Room Manager*  
**Librairie Biret-** 152, Avenue des Champs Elysées - Paris.  
Jan 1997- Feb 1998

*Showroom Manager – Gadgets*  
**Société Parisienne de Souvenirs- Tour Eiffel – Paris**  
May 93 – Sept 95

*Teaching experience in many colleges and schools*  
1985 -1990

## **Education:**

2017	<b>Master in Economy &amp; Business, Project Management</b> Le CNAM – Beirut (Thesis in Process)
June 1990	<b>Bachelor of Business Administration</b> American University of Beirut
1998-99	Educational Program in <b>International Commerce Import -Export</b> Covering: Logistics, Marketing, Accounting, Transports, Internet and Computer applications Ecole Normale Supérieure de Cachan- FRANCE

**Freelancer Translator English- Arabic- French**

## **Languages:**

*English, French and Arabic*  
Excellent Read, Written and Communicated

**Computer Literacy**