

Maha Diab

Beirut, Lebanon

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EDUCATION

Lebanese American University (LAU), Byblos, Lebanon
B.E in Industrial Engineering

May 2016

National Protestant College, Kfarchima, Lebanon
Lebanese Baccalaureate, General Sciences – Graduated with honors

July 2010

EXPERIENCE AND ACTIVITIES

BD Consult, Lebanon - Qatar

May 2016 - present

Financial & Management Consultant

- Conducted business planning, feasibility studies and valuation analysis of projects to help businesses
 - Define what is needed to conduct a new project
 - Define and analyze the main investment elements
 - Secure funds
 - Form strategic alliances
 - Attract investors
 - Manage growth
- Analyzed cost and effectiveness of alternate investments
- Analyzed and modeled Excel worksheets related to corporate finance
- Conducted due diligence covering operational, organizational and financial aspects
- Evaluated and redesigned business plans of distressed companies
- Elaborated business plans to managing growth, obtained funding, or attracted investors
- Conducted business valuations and industry analysis

Business Process Reengineering

- Worked on process improvement projects utilizing appropriate quality and process improvement to deliver improved business performance and effectiveness
- Analyzed processes and recommended improvements to eliminate waste in all material flow and improve overall workflow efficiencies and effectiveness
- Evaluated information gathered from multiple sources, identified gaps and reconciled conflicts
- Assessed the impact that suggested changes will have on all organizational levels
- Developed necessary organizational structures, processes and capabilities to support the delivery of maximum value growth strategies
- Provided regular process workflow and operational efficiency reporting for management

Otis Elevators Company, Lebanon

June – July 2015

Field and Operations Intern

- Conducted business valuations and industry analysis
 - Visited sites which included checking and preparing job sites, assembly sequence, troubleshooting services. etc.
 - Attended lectures about the installation process, from inception to completion, and the company's preventive maintenance program
- Assured quality control and quality assurance
- Prepared progress reports and presentations

Lebanese American University (LAU), Byblos, Lebanon

2011 – 2014

Assistant Maintenance Officer – Financial Aid Employee

- Prepared monthly reports
- Followed up on activities and projects executed daily in the field
- Maintained the timeline set for activities, reports, and budgeting on monthly basis

Synkers, Lebanon
Mathematics Private Tutor

2017 – present

- Tutored extra mathematics lessons for high school students

Final Year Project, LAU

2015-2016

- Worked on designing a decentralized waste management system that is Eco-friendly as a final year project in my BE.

PROFESSIONAL DEVELOPMENT & ACTIVITIES

- Member of the **Institute of Industrial Engineers (IIE)** Student Chapter at LAU
- **Event Manager** at the Civic Welfare Club at LAU
- Participant in "**Sure, She can**" Workshop on empowering women and executing policies
- **Red Cross Volunteer**: Organized blood donation campaigns, fund raising events, and conferences

SKILLS

Computer Skills

- Microsoft Office (Word, Excel, PowerPoint), Visio, Arena software, Lingo, JAVA programming, AUTOCAD, Mathematica, MATLAB, Minitab, Delmia, Primavera

Languages

- English and Arabic (fluent), French (knowledge)

INTERESTS AND HOBBIES

- Body Building and Fitness, Reading, Dancing, Site seeing, Public Relations, Camping and outdoor activities

References are available upon request