

# Rita Ephrem Zgheib

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Beirut - Lebanon

## Professional Experience

### Financial Controller - MIT Enterprise Forum Pan-Arab Region

January 2017 – to date

- Oversee the accounting operations of the company
- Prepare cash flow and P&L financial reports

### Operations Manager - Leap Ventures

January 2015 – July 2019

- Coordinate and manage the daily office operations to ensure company requirements are met
- Act as the point of contact between executives, employees and external partners including ministries, banks and law firms
- Coordinate and manage the relationship with the fund's limited partners
- Coordinate and manage the relationship with the banks on behalf of all portfolio companies including account creation and compliance related matters
- Coordinate with the Ministry of Finance and CNSS on all financial filing and reporting
- Liaise with lawyers for all legal matters related to the fund management
- Create and monitor the company's budget
- Manage all company's payables
- Prepare cash flow and P&L yearly financial reports
- Monitor internal HR systems and ensure compliance
- Organize and execute internal and external company events

### Office Manager and Recruitment Specialist - ma.ven.s

July 2009 till November 2014

- Responsible of the daily office operations and procedures
- Create and review training materials and management consulting reports
- Onboard and coordinate with new business clients
- Oversee the hiring process which includes coordinating job posts, reviewing resumes, and doing reference checks
- Create contract agreements for Training & HR projects

### Customer service - G Spa

November 2008 till June 2009

- Generate Sales Lead
- Onboard new clients
- Report and manage clients' complaints

### Executive Assistant - Afkar Architects

October 2007- July 2008

- Responsible of the daily office operations and procedures
- Coordinate with site architects and foremen, setting delivery time, issuing status reports, list of requirements, etc.
- Follow-up with inhouse architects on delivery of design drawings, reviews and final drawings
- Review daily log sheets of hardware's, servers, in and out submittals
- Handle insurance procedures in case of site accidents

## Education

### Saint Joseph University - Beirut

2007-2008

Masters Information and Communication- Incomplete (1 semester)

### Saint Joseph University – Beirut

2004-2007

BA Sociology, Anthropology and Public relations.

## Languages

Arabic, French & English fluently written & spoken

## Computer Skills

Microsoft Office: word, excel, power point