

Curriculum Vitae



Ghinwa A. Khalifeh

Objectives

Seeking a position where I can maximize my years of experience in management and many more fields.

Focusing to be an active member based on being good as own initiative or as part of a team, good problem solver, decision maker with strong analytical, team building, and can work under pressure and for long consecutive hours.

Personal Data

Name : Ghinwa Khalifeh
Date of Birth : April 24th, 1977
Nationality : Lebanese
Marital Status : Married with two daughters;
Address : Dohat Aramoun Area, Beirut, Lebanon
Mobile Number : 00 961 3 602 846
Email Address : g_khalifeh@hotmail.com

Educational Background

| | |
|------------------------|--|
| School Certificate | Graduation Date : 1980- 1995 School : Le Lycee National School Major : Experimental Sciences |
| University Certificate | Graduation Date : Summer 2000 University : American University of Beirut (AUB/Extension Program) Major : Business Administration (Diploma of Business Administration) Principles of Accounting; Principles of Marketing; Principles of Management; Financial Management; Introduction to Economics; Statistics; Personnel Administration & Human Relations; Money and Banking. |

Extra Education

| | |
|--|-----------------|
| CMA - Becker Convisor - Beirut | Year 2005-2006; |
| "Time Management" Certificate | Year 2006; |
| "The 7 Habits of Highly Effective People" Certificate | August 2011; |
| "Gold of the Desert Kings" Certificate | August 2011; |
| "Preventive Measures against Money Laundering" Certificate | June 2013. |

Work Experience

Al-Jadeed TV, Beirut – Lebanon

GM Personal Assistant – Drama Project Manager

July 2019 – December 2019 (GM Department Closed)

Personal Assistant

- Managing GM's main agenda-Joint point between departments-Meeting Schedule;
- Managing all meetings; Business and personal trips; Tickets; Hotels, Conferences and events;
- Controlling private Credit Cards Accounts;
- Following up on weekly, monthly and quarterly reports;
- Preparing Minutes of Meetings;
- Managing office legal issues;
- Arranging needed project feasibility studies;
- Assisting in Drama project budgeting.

Drama Project Manager

- Working on preparing needed info, files, PR and Budgeting stuff related to this project;
- Coordinating with all needed technical and other parties;
- Manage day-to-day project implementation and overall coordination of project outcomes;
- Manage the administration of the project in terms of internal progress reporting and maintain records, as well as helping on technical aspects;
- Conduct field visits(location and sponsors);
- Full responsible for the accounting and financial part of the project;

Chamas for Printing and Publishing S.A.L.

HR Consultant / Administrative & HR Manager (February 2017 – June 2019)

February 2017 – August 2017

I-HR Consultant

- Working on changing company from Family Business to regular corporate Business;
- Creating departments and its own functions and roles such as:
Reception-Sales-Purchasing-Production-Post press – Press...;
- Generating forms, rules, regulations;
- Coaching and mentoring for the organization to implement the Change;
- Working closely with all senior executives/Meeting periodically with HOD to review progress;
- Building-up Shipment department: Full responsibility – Domestic
(internally/Externally/Internationally);

September 2017 – June 2019

I-Administrative Manager

- Providing administrative support for all departments: Sales-Purchasing-Accounting-Production...
- Organizing, developing and maintaining all new modelling business requirements, forms and templates;
- Implementing new procedures and administrative systems to follow;
- Developing electronic filing system/templates-forms to be used;
- Co-ordinate policies and procedures/Working on new ways to execute work smoothly;

II-HR

- Recruiting and conducting functional training sessions & cross learning;
- Developing “Employee Performance Improvement Plans”;
- Develop & Manage business relationships with all clients(Sales department);
- Follow up on all HR rules and regulations: Responsible for attendance records, vacations, training, leaves, recuperations, integration of new employees, departure/resignation, office requests, Stationaries... etc.

III-Others

- Responsible for all issues related to NSSF, Ministry of Labor and General Security such as:
 - a-** Submitting all documents related to NSSF Declarations, Annual declarations and payment;
 - b-** Submitting registration declaration(new employees) &End of service declaration(terminated employees);
 - c-** Medical and Family declarations;
- Fully responsible for shipping, purchasing and logistics departments;
- Responsible for services including security, maintenance, office supplies, deliveries, purchases, and transportation.

Saudi National Commercial Bank, Beirut – Lebanon

GM Senior Executive Assistant *(Beirut Branches)*

March 2012 - May 2016(Bank Closed)

- Maintaining GM's agenda, calendar of events, coordinate meetings as well as sending pre- notices for all coming meetings, events, conferences...;
- Booking and arranging travel, transport and accommodation (Business/Private Trips/Family);
- Controlling private Credit Cards Accounts/private petty cash;
- Following up on weekly, monthly & quarterly reports & meetings between Beirut and Jeddah;
- Preparing reports by collecting and analyzing information;
- Providing administrative support: Coordinating functions *(GM & all departs./Branches &H-O)*;
- Reviewing incoming correspondence & initiating replies as appropriate after taking permission;
- Development and preparation of Yearly Budget and Maintenance contracts;
- Working/Helping: Developing "Employee Performance Improvement Plans".

HR & General Issues

- KYC and some HR issues: Performance Appraisal/Job Description;
- Perform any other duties as determined by the GM;
- Responsible for NSSF, Attendance records, vacations;
- Organizing staff training sessions and activities;
- Oversee employee services such as health and Safety.

Al-Jadeed TV, Beirut - Lebanon

GM Personal Assistant

January 2011 - March 2012

- Arranging main agenda of the GM;
- Sending notices for all coming events/conferences or TV programs;
- Arrange Business trips including Tickets/Hotel/miles;
- Controlling private Credit Cards Accounts/petty cash;
- Following up on weekly, monthly and quarterly reports;
- Preparing reports by collecting and analyzing information;
- Responsible and acting as "Purchasing coordinator";
- Joint point between the GM's Office and all other departments;

Baayno Book Bindery Company, Beirut - Lebanon

Personal Assistant of the Production Manager

May 2010 - November 2010

- Arranging main agenda of the GM;
- Sending pre-notice for all the useful Books' Expo;
- Arranging Business trips;
- Arranging production cycle;
- Arrange new regulation and rules based on ISO system and coinciding with their internal system;
- Responsible for more than 30 personnel (Production/Shipping/Warehouse);
- Manage attendance system;
- Assist in Recruitment for any vacancy needed;

L.I.T.A.T.: Group of Companies

February 2001 - May 2010

I-Letter of Credit Department

Year 2001-2002

- Preparing L/Cs documents- Opening L/Cs with local Lebanese Banks and foreign Banks;
- Dealing directly with applicants & banks' high management Dep.;

Finance Department

Year 2002-2004

- Preparing daily and weekly positions of the Group;
- Preparing Monthly Bank reconciliation;
- Helped in assisting and devising proper costing, pay plan and its related benefits;
- Monthly Bank Reconciliation-Stock Controller.

CEO Personal Assistant

Year 2004-May 2010

- Arranging main agenda of the Chairman inside and outside Lebanon;
- Providing administrative support to an executive level: Checking his private emails;
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Providing Events support – set up all aspects of business development events;
- Arrange Family and Business trips (Tickets-Accommodation-Meetings-Conferences-Airport pick-ups-Rented cars-Miles programs);
- Chairman's personal petty cash and private accounts;
- Finalizing private matters for chairman in a confidential way;
- Preparing catering for special occasions related to the work and for his personal life (in the office, at his house);
- Helped in preparing some feasibility studies for specific projects as well as some statistics to help him maintain his point in some projects;
- Responsible for preparing for all meetings (inside/outside company)/Workshops/Delegation/Reception/Catering and private occasions for the CEO and family;
- Working closing with embassies in direct and close relation with the company;
- Issuing all needed visas/International driving Licenses ... etc.
- Responsible for all private issues related to CEO House such as (school/medicine/food/maids/tel/internet/Concierge/Cash/activities/Wife and Children since they were not Lebanese... etc)
- Schedule meetings, catering, travel and transportation;
- Maintain conference room schedules and office supply.

Sons of Khalil Khattab (Beirut-Lebanon)**Letter of Credit Department**

April 1999 - November 2000

- Preparing all needed documents for L/C (Invoices/Packing lists/Bills of Lading, ..)
- Opening Letters of Credit: Inside and Outside Lebanon;
- Dealing directly with applicants and banks;
- Bill of Ladings Collection;
- Stock Controller/Clearance issues/Insurance/Labeling...

Languages

Arabic Fluent (Native Language)

English Fluent (Read-Spoken-Written)

French Fair (not always practicing)

Expert level written and verbal communication skills

Skills

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with attention to detail;
- Proactive approach to problem-solving with strong decision-making and Strong analytical skills;
- Proven ability to handle confidential information with discretion;
- Demonstrated ability to achieve high performance goals and meet deadlines under any circumstances.

Technical Skills

- Proficiency with MS Office (Word, Excel, Power point, Visual Basic);
- Worked on the Orange Accounting Program/ICBS;
- Other Windows Software;
- Knowledge of some HR systems, database, labor law and HR best practices;
- Proven work experience as an HR and Administrative Manager for more than location;
- Word, Excel and PowerPoint presentations;
- Sharing calendars' notifications;
- SharePoint knowledge and creation experience.



INTERNATIONAL TRANSIT S.A.L. (OFFSHORE)

May 20, 2010

To whom it may concern

This to certify that Mrs. Ghinwa Khalifeh has worked with our company, from March 1st, 2001 to May 14th, 2010

During this period, she has been exposed to various administrative, operating and executive assistance jobs.

Mrs. Khalifeh has always shown remarkable commitment and integrity, in handling her tasks and responsibilities. She worked, in particular stressful environments, where she, successfully, delivered her assignments, with full efforts and accuracy. Everybody, worked with her, witnessed her growth and development. Also, she learned to manage her time and to recognize the importance of a strong work ethic, persistence, and intellectual integrity.

While we deliver to her this letter, without any commitment or engagement on our part, we wish for her a successful continuation of her business career.

Joseph Aoun


Vice CEO

شركة فؤاد البينلو للتجليد ش.م.ل.

FOUAD BAAYNO BOOKBINDERY S.A.R.L.



رأس المال : ٦.٠٠٠.٠٠٠ ل.ل. مدفوع بالكامل - سجل تجاري : ٢٠٠٠٩٩٥ - بعبدا

CAPITAL: 6,000,000 L.L. Fully Paid - C.R.: 2000995 - Baabda

20-10-2010

To whom it may concern

This will confirm that Mrs. Ghinwa khalife has been employed by Fouad Baayno Bookbindery sarl for 5 month...During her tenure of employment,she has displayed a sense of loyalty to her work .Her experience has been a valuable asset, which can contribute highly to any company .Her long hours spend at work makes her an active part of the management team of the company.

Sincerely

Samer Baayno

General Manager

شركة فؤاد البينلو للتجليد ش.م.ل.

Beirut 29/02/2012

To Whom It May Concern

We are writing to recommend Mrs. Ghinwa KHALIFEH, who worked as "The GM's Office Manager" at **AL JADEED TV** from 03/01/2011 till 29/02/2012.

Mrs. KHALIFEH is a team player and always ready to take on any task. She has all of the qualities you'd look for in a GM's office manager: She is punctual, extremely organized, efficient, and cooperative. She does it all with good cheer and patience. Furthermore, she has excellent communication skills. In addition, she is reliable and computer literate.

Mrs. KHALIFEH can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. She was quick to volunteer to assist in other areas of company operations, as well.

Mrs. KHALIFEH is also very resourceful. Rather than tell you she can't complete a task, she'll track down the resources to make it happen.

Mrs. Khalifeh would be a tremendous asset to any company. We recommend her highly.

Human Resources Department

AL JADEED



بيروت في 2015/12/31

لمن يهمه الامر

يفيد البنك الاهلي التجاري السعودي - بيروت بأن السيدة غنوة احمد خليفة عملت في البنك منذ تاريخ 2012/3/1 وحتى تاريخ 2015/12/31 بوظيفة مساعدة تنفيذية للمدير العام .

وقد بلغ راتبها الشهري الاخير 3,214,000 ليرة لبنانية (ثلاثة ملايين ومائتان واربعة عشر الف ليرة لبنانية فقط لا غير) مدفوعاً 16 مرة في السنة .

وتفضلوا بقبول الاحترام ،



البنك الاهلي التجاري السعودي

ميرنا ميلاد روحانا ٥٢٥٧
MIRNA MILAD ROUHANA 5253

انطوان ج. ت. جبران ٥٢٥٣
Antoine G. T. Gebran 5253

THE AMERICAN UNIVERSITY OF BEIRUT
OFFICE OF EXTENSION PROGRAMS

This is to certify that

Ghina Khalfiyeh

has satisfactorily completed the two-year
non-credit evening program in

ESSENTIALS OF BUSINESS

offered in cooperation with the
Graduate School of Business and Management,
consisting of the following courses :

*Principles of Accounting - Principles of Marketing - Financial Management
Statistics - Principles of Management - Introduction to Economics -
Personnel Administration & Human Relations - Money and Banking*

in witness thereof this certificate is hereby
awarded at Beirut, Lebanon


Coordinator of the Program


Director, Office of Extension
Programs

المستشار العام
المستشار العام
المستشار العام

نبيهة
غنية أحمد خليفه

قد اتممت بنجاح البرنامج التدرجى
وتتمتع بنجاحات في

مبادئ إدارة الأعمال

وتتمتع بهذا البرنامج بالتعاون مع
كلية الدراسات العليا في إدارة الأعمال
وتتمتع بنجاحات في

مبادئ المحاسبة، مبادئ التسويق، الإدارة المالية، المحاسبة
مبادئ الإدارة، مبادئ المحاسبة،
إدارة الأعمال والعلاقات الشخصية، الخلق والتميز

وتتمتع بنجاحات في
في بحوث، إبتعاث

THE 7 HABITS of Highly Effective People®

Signature Program

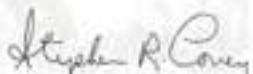
CERTIFICATE of COMPLETION

FranklinCovey is pleased to present

Ghinwa Khalifeh

this certificate for successfully completing
The 7 Habits of Highly Effective People
Signature Program

Issued on the 18th of August, 2011 .



Stephen R. Covey, Vice-Chairman



Facilitator

Rabih Rizk



FranklinCovey has been reviewed and approved
as an Authorized Provider of continuing education
and training programs by the International
Association for Continuing Education and
Training. Contact hours: 22 / CEU: 2.2



FranklinCovey

This certificate is granted to

Ghinwa KHALIFEH

for successfully completing the

Gold of the
Desert Kings™

Workshop
On the 25th of August, 2011




Raja Haddad


Rabih Rizk
Workshop Leader

This is to certify that
Ghinwa Khalifeh
has attended a session on

“Preventive Measures Against Money Laundering”
that was held in Beirut on June 14, 2013

Dr. Elie Kallas

Trainer



Najeeb Abdulrahman

General Manager

SNCB Lebanon

Mirna Rouhana Saba

Head of H. R & Administration

SNCB Lebanon