

# Mokhtar Fleifel

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**Date of birth** : 10 March 1992  
**Place of birth** : Beirut, Lebanon  
**Nationalities** : Lebanese  
**Mobile** : +961 (71) 563909  
**E-mail** : [mokhtar.fleifel@hotmail.com](mailto:mokhtar.fleifel@hotmail.com)

## PERSONAL SUMMARY

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Hard working, reliable and resourceful with organizational and staff management skills and knowledge for advertising and marketing, combined with the ability to prioritize a substantial workload.

### **2015-2018** | **BEIRUT ARAB UNIVERSITY, LEBANON** **Administration Officer**

- Field detailed information and explanations to students.
- Key support for the academic advisors in relation to administrative matters.
- Orchestrate the application of academic regulations and deadlines.
- Verify that student files are complete and, as required, ensures necessary linkage with admissions process.
- Redesign the quality assurance process and established new procedures.
- Monitor filing system and prepared the necessary materials for archiving.
- Control and enforce policies, procedures and regulations.
- Outperform in the first year by optimizing several process that were lacking in the faculty of business administration.
- Manage office supplies stock and placing orders.
- Prepare regular financial and administrative reports of the teaching staff.
- Administration of the university's databases.

## ACADEMIC QUALIFICATIONS

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### **2010 –2014** BEIRUT ARAB UNIVERSITY, LEBANON **Bachelor Degree in Business Administration**

### **2017–2018** AMERICAN UNIVERSITY OF BEIRUT, LEBANON **Diploma Associate Degree in Marketing Management**

## CERTIFICATES

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### **Beirut Arab University**

*Certificate: European Computers Driving License*

Beirut – October 2012

*Workshop: Administrative Archiving*

Beirut – August 2016

### **American University of Beirut**

*Certificate: Marketing Management*

Beirut – January 2017

### **Udemy**

*Certificate: C# Masterclass + Unity Engine*

Online – December 2019

## LANGUAGES

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**Arabic:** Native Language

**English:** Verbal, Written – Fluent/Business Level      **French:** Verbal, Written –Intermediate  
(IELTS score: Reading: 9 Speaking: 8.5 Listening: 9 Writing: 6)