

Ghida El Charif

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EDUCATION

American University of Beirut (AUB)

August 2019 - May 2021

Masters of Science in Business Analytics - Class of 2021

American University of Beirut (AUB)

May 2014

Bachelor of Business Administration - Business Information and Decision Systems

Rafic Hariri High School – Saida (RHHS)

May 2011

Life Sciences

EXPERIENCE

Daraj Media

December 2018 - present

Administrative Manager

- ♦ Create a system for data organization and management for faster access and retrieval
- ♦ Work on improving processes by analyzing operational data and giving recommendations
- ♦ Organize and manage several projects in terms of schedule, cost, and resources and report regularly on progress
- ♦ Prepare periodic grant reports summarizing operations and funds management
- ♦ Handle the monthly calculation and payment of employees and freelancers
- ♦ Monitor and analyze social media numbers
- ♦ Research and highlight possible grants, conferences and events that could be of interest to the organization
- ♦ Provide support to operational functions where needed

SETS International - Beirut

October 2017 - April 2018

Business Analyst

- ♦ Analyzed organizational Business Development efforts and prepared periodic progress report
- ♦ Identified and presented summaries of potential project opportunities
- ♦ Researched and highlighted opportunities or threats when engaging with potential partners, clients or competitors
- ♦ Provided support during the preparation of expressions of interest, pre-qualifications and proposals when needed
- ♦ Actively worked on ensuring that the Business Development database is updated for faster and accurate reporting

Averda - Beirut

February 2017 - April 2017

Procurement Officer

- ♦ Worked on governance and standardization of policies and procedures throughout the group
- ♦ Managed inventory through item code creation and clearance
- ♦ Managed and reviewed requisitions and created purchase orders while ensuring adherence of users to the procurement process

Averda - Beirut

July 2014 – February 2017

Operational Excellence Analyst

- ♦ Generated analysis reports on key operational data and escalated main findings and recommendations to key management
- ♦ Researched about Operational Excellence standards and best practices and submitted recommendations for implementation
- ♦ Analyzed Key Performance Indicators, assessed root causes for unmet targets and recommended corrective actions
- ♦ Investigated analysis results by conducting field research and interviewing concerned people to properly assign preventive and remedial actions
- ♦ Ensured data reliability by identifying discrepancies and informing the concerned to take the necessary actions
- ♦ Recommended improvements to processes based on reviewed data

BankMed Commercial Bank - Beirut

December 2013 – February 2014

Part-time Employee

- ♦ Managed clients' concerns and needs
- ♦ Marketed products by visiting client premises
- ♦ Assisted potential customers in completing their profiles
- ♦ Arranged documents to ensure ease of access and use

WORKSHOPS AND PROGRAMS

Media Management Foundation: E-learning Course

August 2019

Participant - Certificate of Completion - Final Grade: 95/100

Project Plan Development Course

November 2015

Participant – Certificate of Completion – 21 PDUs

SKILLS

Statistical Analysis with R

Data Analysis with Python and Tableau

Computer: Microsoft Office - Word, Excel, Powerpoint,

Access, Project, Outlook - Cognos

Languages: Fluent in Arabic, French and English

VOLUNTEER ACTIVITIES

Volunteer South

2010 – 2014

Lebanon Youth Red Cross

- ♦ Arranged various activities for children, teenagers, elderly people, orphans and people with special needs
- ♦ Participated in national Red Cross youth department activities and camps

General Assistant

2012-2013

Lebanon Youth Red Cross

- ♦ Managed quarterly meetings to establish a plan for the semester
- ♦ Organized discussions between administrative body and members

Student Volunteer AUB Commencement Exercises June 2013

- ♦ Assisted the Board of Trustees with event preparation
- ♦ Served as an usher for commencement attendees