



Eliane Abou Serhal

Assistant MD - Freelance Writer

Finely-tuned analytical thinker with a dedication to expanding subject knowledge and workplace competencies through continuing research and training. Able to effectively coordinate tasks to accomplish projects with timeliness and creativity.

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EDUCATION

Bachelor in Water Resources and Geo-Environmental Sciences: Applied Sciences

American University of Technology – Fidar, LEBANON

2014 - 2017

GPA: 3.11/4

Master of Business Administration - MBA: Business Administration and Management

American University of Technology – Fidar, LEBANON

2018 - Present

GPA: 3.84/4

WORK EXPERIENCE

English Teacher

Private Tutoring

07/2014 - 06/2017

Byblos, Lebanon

Brief Description

- Deal with elementary student's moods and provide them with their level of education. Devise, write and produce new material, including visual, has led to their improvement in the English language.

Accounting and Administrative Coordinator

EventBox MFZE

12/2017 - 12/2018

Dubai, UAE

Brief Description

- Act as a support for the accounting department, general administration requests, create budgets for all projects, monitor expenses and follow up on collections, payroll clerk, reconcile financial discrepancies by collecting and analyzing account info, supervise and control EventBox ticketing system.

Assistant Managing Director

EventBox MFZE

01/2019 - Present

Dubai, UAE

Brief Description

- Managing the MD's diary, travel arrangements, data management and filing, maintaining record of contacts, screen enquiries and requests and deal with them when appropriate. Assisting in research, preparing offers, budgets and contracts (+ reviewing contracts and legally comment when necessary) and following up with clients. Prepare all administrative and management related documents. Liaise between all departments when needed to make sure of the right workflow direction. Any other duties as may reasonably be required by the MD (including renewals of personal documents and files).

SKILLS

Knowledge within the fields of Meteorology, Geology & Hydrology

Research Abilities

Medium preparation, GLP

GIS Skills, EIA Report preparation

High-level oral and written communication

Excellent in MS Office, BIM POS, Omega, RM and Ticketing Systems

Commercial & Legal Awareness

Creative and Technical Writing

Willingness to learn

Social Media Management

Emotional Self-Regulation

INTERNSHIP

CNRS – The National Council for Scientific Research |
NCMS – The National Center for Marine Sciences
(06/2017 - 07/2017)

Field & Lab Coordinator

CERTIFICATES

Certificate for Participation in the Workshop on SOCIAL MEDIA AND RELATIONAL RISKS (01/2015)

Certificate for Participation in the Workshop on SEA WATER INTRUSION "Risks & Solution" (03/2015)

ICDL Certificate (12/2016 - 02/2017)

Business Model Innovation Certificate (05/2020)

Critical Thinking Certificate (05/2020)

Problem Solving Certificate (05/2020)

Productivity Skills Certificate (05/2020)

INTERESTS

Reading Psychology and Self-help books - this helps me develop new ways to think about my life and how to manage it.

Personal Blog Writing - I find comfort in writing and this helps me keep on. I manage my personal blog's social media platforms: Word Stance by Eliane Abou Serhal.