

Doha Ahmad Khalaf

Arabic Teacher – Administrative Professional
Financial Consultant – Creative Art Director



PROFILE

- Hard Working and enjoy the challenges.
- Presentable and Self-Confident.
- Ability to work under pressure.
- Remarkable Negotiation skills, Communication skills, Problem solving, decision maker and creative
- Dynamic, Goal Oriented, Conscientious, and Self-Motivated.
- Able to use own initiative and work as part of a team.
- Quickly adapts to new systems and procedures.
- A well-presented and articulate person who works in a thorough and committed manner.
- Efficiently able to arrange and manage meetings, transportation and personal matters.
- Able to be professional and flexible to assist as needed and accommodate accordingly.
- Ability to multitask, and handle multiple projects and tasks in a fast paced environment.

INFO

Name

Doha khalaf

Nationality

Lebanese

Date of Birth

04/09/1984

Marital Status

Married with 2 kids

CONTACT

Address 1

2nd floor, Borj Azrak Bldg

Toufic Tabbara St.

Sanayeh , Beirut, Lebanon

Address 2

Zeitoun – Fakeha, Baalback

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QUALIFICATIONS

❖ Lebanese University 2018-2019

Master 2- Arabic language and literatures

❖ Lebanese University 2015-2016

BA - Arabic language and literatures

❖ AUB – Summer 2013

Office Procedures & Routines course

Time Management Course

❖ Online courses 2012-2013 (Self improvement)

Office management & Leadership skills

❖ American Language Center . **2002-2004**

English courses : Business Professional level

❖ Fakeha Official High school **2001**

Bacc2 Litterateurs & Humanities

❖ Development training center - Computer certificate 2000-2001

word – excel - power point – data entry- Photoshop – internet

LANGUAGES

Arabic	★	★	★	★
English	★	★	★	★
French	★	★	★	

COMPUTER

Word	★	★	★	★
Excel	★	★	★	★
Power Point	★	★	★	★
Typing	★	★	★	★
Data Entry	★	★	★	★
Internet	★	★	★	★

PASSIONS

writing
Event planning
Sales strategies
Fashion design
Equitation
Public relation
Learning
Technology up-to-date
Photographing

References

Upon Request

CAREER HISTORY

- ❖ **Metlife** January 2020- till present
Insurance & Financial Consultant
- ❖ **Iman Highschool.** October 2019 – December 2019
Teacher (Arabic & Islamic Education) (Art & SportS)
- ❖ **Atelierou7** January 2017 – till present
Creative & Executive Art Director
Special gifts, Event planning, Drawing, Painting, handicraft, renovation, clay arts, decoration (interior, exterior, landscape), designs (Fashion, Accessories, jewelries..) new & special ideas
- ❖ **Fashion store (HIBA)** January 2014 - Januar 2018
(Purchasing Manager)
- ❖ **Hikma Pharmaceuticals** November 2013 – January 2014
Administrative professional & Public relations
Procurement Unit
- ❖ **Hikma Pharmaceuticals** August 2012 – October 2013
Shifting to Labatec Pharma as Sales & Office Coordinator
Acting as Country Manager Assistant
Manage HR & Administrative Departemnt
Acting as Regulatory Affairs Assistant
- ❖ **Hikma Pharmaceuticals** February 2011 – July 2012
Sales Coordinator
- ❖ **Hikma Liban** January 2009 – January 2011
Executive secretary & Logistic Officer
- ❖ **AAA - Arab assurance advisor – Beirut** July 2008 – November 2008
Administrative Assistant
- ❖ **Rayan hospital** Baalbeck 2002 – 2005
Administrative Assistant

Computer Proficiency

Professional user for Microsoft Office application e.g. word, excel, Power Point, Photoshop, Noria, typing, Data entry, internet cruising and research. Digital designs (Logo for all corporates, Restaurants Menu, Graphics, advertisements...)

