

# Ghia Dirani

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Lebanon | +961 76572404

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## WORK EXPERIENCE

### **Administrative Assistant**

Samar Karaky Institute ,  
July 2021 to Present

- Receive client calls and organize bookings
- Keep track of stock, materials and report to manager any shortages with updated list
- Arrange for regular maintenance service for all equipment
- Supervise to ensure efficient hygiene practices by the staff
- Assist in maintaining staff records, including work schedules
- Receive and track payments from clients
- Identify and satisfy the needs of clients, in order to meet and exceed their expectations

### **Administration Officer Internship**

Ahlouna Association ,  
February 2021 to June 2021

- Administration and reception responsibilities
- Data entry and tracking of invoices
- Monitor and dispatch deliveries to ensure accuracy of orders
- Receive client complaints and channel them to concerned departments

## EDUCATIONAL BACKGROUND

### **American University of Science and Technology**

Beirut , Lebanon

Bachelor degree in Business Management  
2017-2021

### **National Evangelical Institute for Girls and Boys**

Saida, Lebanon

High School Diploma in Sociology and Economics  
Class of 2017

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## CERTIFICATION

### **Social Media Marketing**

Hub Spot Academy  
December 2021

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## SKILLS & PROFICIENCIES

- Computer Skills : Microsoft Excel, Word, Powerpoint
- Interpersonal Skills
- Time Management
- Public Speaking
- Team Work

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## LANGUAGES

- Arabic - Mother Tongue
- English - First Taught Language