

Nataly Araigy



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Lebanon

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EXPERIENCE

Founder of an event company "White Wings Events"

May 2021-Present

- Creating and negotiation contracts.
- Managing budgets.
- Building a good relationship and clients communication.
- Exploring locations and managing dealers.
- Thinking out of the box by creating new concepts.
- Handling pressure.

Research and essays writings

May 2020-Present

HR Intern- Centre Hospitalier du Nord

June 2019

- Data entry related to all leave requests (annual, leave, sick leaves).
- Assisted the payroll officer with the closing of the monthly attendance.
- Handled all paper work related to employee insurance and NSSF.
- Built a good relationship with the employees, how to interact with them and how to build a good communication.
- Assisted the recruitment department with the recruitment process (screening CVs, phone interviews, data entry of application).
- Managing the employee's files.

Manager –CEDRA sound and light "Family Business"

June 2015-Present

- Coming up with suggestions to enhance the event's success.
- Accompanying events manager to both internal and external events.
- Promoting events across all social media platforms.
- Attending all meetings.
- Supervising all staff.
- Ensuring that the event is completed smoothly.
- Building a good relationship with the clients to keep them satisfied.

Event organizer at International Festival Ehdeniyat

June 2015-2016

- Worked as team member in order to share ideas and give feedback about the event and how we can improve it.
- Built a good relationship with customers and how to interact with them.
- Replied to all queries raised by the client and make sure that all events are taking place smoothly.

EDUCATION

NOTRE DAME UNIVERSITY- LOUAIZE

BARSA al KOURA –LEBANON

2016-2019

Bachelor degree in Business Administration-
Human Resources Management.

GPA: 3.16/4

COLLEGE DES SOEURS ANTONINE

KHALDIEH ZGHARTA

2001-2016

Lebanese Bacculaureate in Life Sciences

LANGUAGES

- Arabic "Native"
- English "Intermediate"
- French "Intermediate"

SKILLS & ABILITIES

- Communication
- Team work
- Adaptability
- Self-motivation
- Fast learner and hard worker
- Microsoft office

References available upon request.