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## **CEO ASSISTANT**

A tri-lingual CEO Assistant and a previous manager of childcare centers, I am looking for a position involving multiple contacts with people in a serious, challenging, and evolving environment.

### **KEY STRENGTHS:**

Efficiency & productivity  
Trustworthy and self-confident.  
Organizational, planning and communication skills.  
Having common sense, loyalty, tact and discretion, but also tough when difficulties spring up.  
Able to motivate others as well as working with them in a team to coordinate smooth operations.

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## **PROFESSIONAL BACKGROUND**

Nov. 2021 – May 2022

### **COO Assistant – Music is my Life sal**

- Managing the sophisticated calendar for the COO
- Completing a broad variety of administrative tasks that facilitate the COO's ability to effectively lead the organization
- Serving as primary point of contact for internal and external stakeholders on all matters pertaining to the COO
- Working closely with the COO keeping him well informed with upcoming commitments and priorities
- Coordinating all Executive Team meetings and assisting with staff meetings and events
- Managing all aspects of organization's office services
- Managing information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning
- Providing event management support
- Managing company's petty cash

### **Human Resources – Music is my Life sal**

- Preparing job descriptions. Posting ads & managing the hiring process
- Preparing payroll
- Providing counseling on policies and procedures
- Providing assistance and support to managers and employees
- Organizing induction programs for new employees
- Reviewing employment and working conditions to ensure legal compliance
- Maintaining employees' records (attendance, salaries, leave and sick days...)

2011 – 2014

### **CEO Assistant – CIL (Compagnie Immobilière Libanaise s.a.l)**

- Scheduling travels & logistics.
- Preparing reports and correspondence.
- Liaising with board members
- Handling information requests.
- Arranging meetings.
- Scheduling board meetings
- Handling private accounting
- Preparing, proof reading and editing all outgoing correspondence e.g. letters, funding proposals, press releases.
- Monitoring tasks delegated by the Chief Executive to customers on new business opportunities to ensure that completed work is achieved to agreed deadlines.

2007 – 2011

**Office Manager & CEO Assistant - MPS (Mideast Power Systems s.a.l – a Company of HOLCOM group)**

- Daily assistance in producing professional quality correspondence to include letters, plans, contracts, and any other written matter.
- Assisting the Chairman as well as the Sales, the Financial, the Technical and the Maintenance Managers on all administrative and business matters.
- Assisting the Chairman in his meetings and help in noting all relevant observations.
- Helping the Technical Manager with the technicians' time scheduling and customers' service.
- Processing incoming and outgoing mail.
- Requesting material and suppliers' quotations.
- Keeping accurate records of project progress and regularly update.
- Reviewing and summarizing miscellaneous reports and documents.
- Booking travel flights, providing supporting documents.
- Providing supporting documents for employees, vendors, customers, and auditors.
- Establishing, arranging and maintaining central filing in an orderly and professional manner. Reviewing and retiring files on an annual basis as appropriate.
- Helping in issuing the daily invoicing of all sales orders and doing the monthly inventory of material.

1999 – 2006

**Manager and Owner of "Popi" nursery.**

- **Leading a team**
  - Program developing.
  - Highlight daily duties.
  - Set policies in the workplace to ensure effective implementation and adherence among each and every employee in the organization.
  - Establish rules and procedures, and create work schedules.
- **Managing customers**

Deal with different situations needs as well as clients' requirements.
- **Administrative job**
  - Study admission forms.
  - Follow up of children's files.
  - Control inventory, handle logistics.
- **Accounting**

Review financial profitability of the center.  
Handle the nursery's operating budget.
- **Recruiting and supervising**

Responsible for hiring employees, as well as supervising and evaluating their performance.
- Work with 1 to 3 years old children, in all kind of pedagogic and artistic activities, giving them a solid background for the primary school.

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EDUCATION

2003 - 2004

**New Horizon school**

Achievement in graphic design (Photoshop - Illustrator - Quark express)

1993 – 1994

**Ecole des Sœurs des Franciscaines**

Bachelor in Pedagogy

1992

French Baccalaureat Diploma

Frères Maristes Champville school

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## LANGUAGES

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Arabic: Read, spoken, written fluent  
French: Read, spoken, written fluent  
English: Read, spoken, written fair

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## COMPUTER SKILLS

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Office (Word – Excel – PowerPoint - Outlook)  
Accounting - PIMS

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## OTHER

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French passport