

# MAYSAM HARB

Beirut, Lebanon

maysammohiddeenharb@hotmail.com

76036393

DOB 02-03-1999

## Experience

### GRADES s.a.r.l

Assistant Manager

January 2023 - Present

- Collaborated with the manager to develop and implement business strategies.
- Providing guidance, mentoring, and performance evaluations to ensure optimal team performance and professional growth.
- Oversaw the successful execution of multiple consulting projects, ensuring timely delivery and quality assurance.
- Handled incoming and outgoing correspondence, including phone calls, emails, mail, responding promptly and directing inquiries to the appropriate parties.
- Managed and ordered office supplies, equipment, and inventory, ensuring availability and efficient utilization.
- Conducted research and gathered information on various topics as requested.

### Bankmed

Data Archiving

November 2020 - December 2022

- Managing the archiving process in the DIC Department.
- Check incoming paperwork to make sure that the correct papers are delivered.
- Create or update records with new files and information.
- Enter paperwork into the computer system.
- Monitor the files and reports.

### Alwan Salma Shop

Junior Accountant

October 2019 - March 2020

- Guiding the sales team.
- Managing the inventory.
- Updating the Financial Statements.
- Posting journal entries.
- Calculating weekly profits.

### Bankmed

HR Assistant

June 2019 - October 2019

- Handling the daily administrative duties.
- Creating digital records of Bankmed employees across all branches.
- Maintain digital records of employees.

### Banque De Credit National

Internship

August 2018

- Interacting with clients and offering needed help.
- Handling cash and check transactions.
- Attending to customer inquiries and telephone calls.

## Education

### Beirut Arab University

Bachelor's Degree in Management

2016-2019 —

### Makassed Omar Ben Al Khattab

Lebanese Baccalaureate (SE)

2013-2016 —

## Skills

- Computer Skills : [IC3 certificate of digital literacy] [Microsoft Office: (Word, Excel, Outlook, PowerPoint, OneNote)] [Google (Gmail, Drive, Docs, Sheets, Slides)] [Social Media (Facebook, Twitter, Instagram)]
- Personal Skills Software Proficiency [Data Analysis] [Detail Oriented] [Effective Communication] [Complex Problem Solving] [Service Orientation]

## Language

(Arabic – Native)(English – Fluent)
