

**Dima Habib**  
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**Nationality:** Lebanese

## **EDUCATION**

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<b>Master of Business Administration; Majoring in Management</b> <i>City University, Tripoli-Lebanon</i>	<b>Feb 2018</b>
<b>Bachelor of Business Administration; Majoring in Finance</b> <i>City University, Tripoli-Lebanon</i>	<b>Jun 2012</b>

## **EXPERIENCE**

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Work experience of 10 years ranging from procurement and administration support in private sector and working in NGOs under finance assistance, volunteering and community services.

### **WORK EXPERIENCE**

<b>TAKAFUL</b>	<b>June 2022-Present</b>
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**Tripoli, Lebanon**

**Finance Officer (Part-time)**

**Responsibilities:**

- Carry out the day-to-day financial transactions.
- Prepare weekly financial forecast.
- Prepare the pay roll at the end of each month and send it to the finance manager.
- Prepare Suppliers, bank accounts and cashbox reconciliations
- Verify that vouchers and supporting documents meet TAKAFUL standards before payment
- Ensure timely payment of contractors, suppliers and other expenditures
- Ensure sufficient cash in the bank and in the cash boxes
- Ensure filing of all financial documents according to TAKAFUL standards
- Supervise, train and develop the team
- Support project staff in financial matters
- Perform daily bookkeeping and utilize the TAKAFUL accounting system.
- Check all the supporting documents (purchase requests, purchase orders, quotations, authorization of payment, etc.) and ensure they comply with TAKAFUL's procedures
- Record VAT for all invoices on monthly basis and ensure proper filing
- Ensure that cash payments are done properly
- Ensure that cash and bankbooks records are updated on daily basis, ensuring that all coding is in line with donor and country coding structure.

**City University**

**Tripoli, Lebanon**

**Business Communication Instructor**

**Responsibilities:**

- The course helps students to improve their writing skills and learn how to write memos, letters, emails, minutes of meeting
- The course introduces an array of issues to which students can apply their knowledge while building on the professional language and communication skills required for the modern world of business.

**July 2022-August 2022**

**Quantum Learning Center**  
**Tripoli, Lebanon**  
**Computer Applications Instructor**

**October 2020-May 2021**

**Responsibilities:**

- Identify and classify the components of the microcomputer system.
- Demonstrate basic use of computer applications such as word processing, spreadsheet, power point.
- Deliver Computer lessons to a range of different age groups
- Ensure students acquire basic computer knowledge of software, MS office and internet research
- Creating positive, stimulating and safe environment
- Maintain and complete accurate records (Attendance Records) and progress Report
- Perform other duties are required.

**City University**  
**Tripoli, Lebanon**

**May 2020-Present**

**Admission Manager /Orientation and Recruitment Manager/ Test Center Coordinator**

**Responsibilities:**

- Develop and implement recruitment plans for new students and admissions policies for the university
- Promote higher education by attending local and regional school fairs.
- Work on promoting increased application and high retention rates.
- Coordinate with schools to provide prospective students all information needed about the university in order to increase the quality and quantity of applicants.
- Conduct school visit presentations and participate in other recruitment and admission activities
- Meet potential students and conduct informative presentations.
- Respond proactively to students, potential students and parents about their issues and concerns.
- Follow up with newly admitted students regarding placement exams, registration dates, payment deadline and missing documents and inform students with their admission status.
- Give assistance to first time registrants.
- Collaborate with the marketing department to create a marketing strategy and manage the social media accounts.
- Coordinator of the test center.
- Prepare statistical reports.

**SEED**  
**Tripoli, Lebanon**

**January 2019-January 2020**

**Finance Assistant (Part-time)**

**Responsibilities:**

- Ensure timely preparation of third-party payments and cash payments, and work closely with other departments on following procurement procedures.
- Review the monthly settlement shared by the operation department as per the procurement procedure.
- Prepare the monthly bank & Cash reconciliation with the assistance of the finance officer.
- Assist with any other duties assigned by the Finance Officer, as and when required.
- Support in preparation of supporting documents for project audits.
- Ensure all advances are closed and relevant documentation required has been sent on a weekly basis

**City University**  
**Tripoli, Lebanon**  
**Registrar Assistant**

**February 2013-April 2020**

**Responsibilities:**

- Establish and maintain students record management systems, including student transcripts, certificates and degrees awarded.
- Provide oversight for the monitoring of student's progress toward degree completion and maintaining the

degree audit system.

- Creating student's profiles on SIS (Student Information System – Cloud SIS) by entering required data and scanning documents.
- Coordinate, supervise and provide leadership for all functions and services of the Graduate School's Registrar's Office including registration activities, academic records management, graduation auditing, and commencement.
- Provide leadership as key liaison to IT and the Business Office for issues pertaining to all services provided by the Registrar's Office.
- Oversee day-to-day management of policies, processes and operations of Registrar's office and provide innovation, vision and accountability for the management of all records and registration policies and services.
- Monitor and verify student enrollment and share in preparation of enrollment reports for internal and external audiences.
- Supervise the verification of data essential to student loan processing and compliance, responsible for enrollment and degree reporting to:
  - Insurance and Social Security Department
  - The General Security with information needed about foreigners' students
  - The Ministry of Education
  - The Board of Directors
- Contacting withdrawn students in order to know the reasons and try to fix if possible.
- Oversee records management for students on academic probation, working in conjunction with Department Chairs.

**City University**  
**Tripoli, Lebanon**  
**Procurement Assistant**  
**Responsibilities:**

**August 2012-January2013**

- Control purchasing department budget.
- Establish and implement a proper procurement system (including call for quotations, procurement request, purchased order and completion notes).
- Locate vendors and determine product availability and terms of sales.
- Analyze market and delivery systems.
- Prepare reports regarding market conditions and merchandise costs.

## **INTERNSHIPS & TRAININGS**

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- Assistant dean in the faculty of travel and tourism – City University
- Workshop in administrative sales – SMARTMAN
- Assistant in the accounting department – Al-Hanan Hospital
- Trainee in the health service department – Municipality of Tripoli
- Assistant in the accounting department – New Mazloun Hospital
- Assistant in the IT department – New Mazloun Hospital
- Volunteer in the community service – The Medics Crescent National Lebanese Society

## **LANGUAGES**

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- Arabic (Mother Language)
- English (Fluent in Reading, writing and speaking)
- French (Fluent in Reading, writing and speaking)

## **PERSONNAL/PROFESSIONAL SKILLS**

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- Microsoft Office and Outlook - ICDL Certificate (International Computer Driving License)
- Training Financial Website to buy and sell stocks – Award in stock track

- Working under stress
- Time Management
- Teamwork and leading skills
- Communication and interpersonal skills
- Attention to details
- Highly Ambitious
- Quick learner

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**REFERENCES :** Available upon request