

Ghina Saade

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Lebanon, Bouar

December 16,2002

PERSONAL STATEMENT

Having successfully completed my Bachelor of Business Administration in Management at Lebanese University, I am now eagerly seeking new job opportunities to apply my diverse skill set. With a strong educational foundation combined with practical experience, I am well-prepared to contribute proactively and effectively in a professional setting.

KEY SKILLS

Technical Skills

- Microsoft Office (Word, Excel, Power point)

Soft Skills

- Social Media
 - Team Leadership and Team Building
 - Strategic Planning
 - Team Management
 - Leadership and Communication
 - Time Management
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EDUCATION

- **Lebanese University- Ashrafieh, Lebanon (October 2020-Present)**
Bachelor of Business Administration- Management
 - **Antonine Sisters School- Ghazir, Lebanon (2005-2020)**
Sociology and Economics - Graduate Academic Year 2019-2020
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PROFESSIONAL EXPERIENCE

Team Leader | Manoushe Station | Badaro-Lebanon | March 2022 - August 2022

Responsibilities:

- Responsible for overseeing all activities within a team
- Responsible for distributing information to team members
- Responsible for keeping track and distributing tasks among members

Personal Assistant | Minds & Technologies | Bouar-Lebanon | September 2020 - August 2021

Responsibilities:

- Monitoring and reporting manager's email and responding if required
- Preparing communications on behalf of manager
- Answering phone calls
- Organizing and planning meetings
- Taking notes and writing minutes during meetings
- Processing cash payments on daily and monthly bases, and bank payments on monthly basis
- Various ad hoc requests

Private Teacher | Self Employed | January 2019- June 2019

Responsibilities:

- Teaching English and Arabic languages for kids between the ages of 7 and 11.
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PERSONAL INTERESTS

Volunteer Activities

- Scout Member and Leader- September 2011- October 2021- Scout de l'Indépendance- Groupe Mar Elias Ghazir
- Beirut marathon
- Sesobel

Hobbies

Dancing

Swimming

Reading

Photography

Others

- Took part of several Leadership Camps and Sessions
- Took part of several sessions about dealing with different types of people and characters
- Participated in several body language and people behavior sessions
- Took part in Human Rights Conference

Languages

- Arabic- Native or bilingual proficiency
- English- Native or bilingual proficiency
- French- Native or bilingual proficiency