

Farah Kerbaj

Senior Mergers & Acquisitions Analyst – Project Enumerator

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Profile

A dedicated and versatile professional with 5+ years of experience in research, administration, humanitarian work, and project coordination. Skilled in data collection, analysis, and reporting, with a strong background in mergers and acquisitions, business development, and training. Experienced in coordinating teams, assisting project managers, and maintaining accurate records to support program effectiveness. Adept at managing services, ensuring quality control, and optimizing operational efficiency. A collaborative leader who thrives in team environments, working closely with clients and colleagues to achieve goals. Currently pursuing a PMP certification to strengthen project management expertise and contribute to organizational growth. Seeking an opportunity in a dynamic environment where I can apply my skills and experience to drive success.

Experience

YGB Enumerator – 01/2025 to Present

INJAZ Lebanon, Lebanon

- Conduct interviews, visits, and surveys to gather data.
- Validate information and report findings.
- Assist the Project Coordinator and Program Manager with tasks and data.
- Providing administrative support for program activities, including scheduling, preparing materials, and maintaining records for youth-focused interventions.
- Attend meetings, contribute to team efforts, and support project goals aimed at empowering and engaging youth
- Translating relevant content from English to Arabic and vice versa
- Creates Zoom links and shares them with the participants for the timely implementation of each online training session and individual coaching sessions, records the attendance, and monitors youth performance and engagement in the sessions.
- Guides and trains participants in job seeking, application procedures, and CV writing,
- Support procurement processes, including drafting and opening procedures.
- Assist in event coordination and contribute to successful planning and execution.

Senior Mergers and Acquisitions Analyst – 02/2022 to Present

Valsoft Corporation, Lebanon

- Perform in-depth analysis and compiling results to identify the business's priorities and goals.
- Lead generation specialist: Research new suitable vertical market software businesses for Valsoft to acquire.
- Collect and organize data on potential leads, Initiating contact with leads through various methods,
- Evaluate the quality of leads, determining their potential as customers, and developing and maintaining relationships with leads to nurture them through the sales funnel.
- Use data processing programs to enter information into a database and documentation platform.
- Use advanced sourcing tools and platforms, including but not limited to LinkedIn, Apollo, Crunchbase, and Salesforce to acquire VMS companies.
- Craft short and long-term, actionable plans in consultation with management.
- Collect and compile data related to work objectives and keep records of research activities.
- Work closely with team in all team meetings, track schedules and deadlines, and follow up on important tasks.

Outreach Specialist (Volunteering) - 9/2024 to 01/2025

Save The Children International , Lebanon

- Collected and entered data on beneficiary and community needs.
- Maintained accurate student progress and attendance records.
- Assisted in outreach and referral tracking for children.

- Reported challenges, best practices, and recommendations.
- Collaborated with volunteers and staff to ensure program success.
- Attended training sessions and field visits.

Project Management Trainer Intern - 03/2024 to 07/2024

4Finance Training Center, Lebanon

- Acquired training techniques in instructional design and curriculum development.
- Strengthened project management knowledge and leadership skills.
- Maintained accurate records and archived verification documents.
- Conducted data entry and daily activity reporting.
- Improved public speaking and communication skills.

Outreach Officer – 06/2022 to 08/2022

Charity Donation Foundation, Lebanon

- Developed and presented new ideas for projects based on research analysis including development issues.
- Performed general administrative duties, arranging staff meetings and organizing client database.
- Documented maintained accurate and complete record documentation and data collection.
- Implemented weekly plans and to-do lists to keep the work on the right track.
- Organized and supported the project's progress with CD team members
- Conduct monitoring activities as requested by the supervisor

Receptionist and Administrative Assistant – 08/2021 to 05/2022

AL Sheikh Services, Lebanon

- Handled large amounts of incoming calls, greeting clients, and providing them with superior service.
- Maintained accurate client records and ensured that all documents were organized.
- Managed all travel arrangements for house cleaners in advance and filled in Visa requirements, full travel logistics, and insurance policies.

Corporate Banking Intern – 2021

Banque BEMO, Lebanon

Education

Project Management Professional (PMP)® - 06/2024 to present

Amideast, Lebanon

Master's Degree in Financial Economics and Banking– 2022

Lebanese University, Aley, Lebanon

Practical Accounting Program (PAP) – 2022

BCA International, Lebanon

Bachelor's Degree in Economic Sciences– 2018

Lebanese University, Aley, Lebanon

Skills & Expertise

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|--------------------------------|---------------------------|
| • Leadership & Team Management | • Salesforce |
| • Communication & Negotiations | • Data Analysis |
| • Problem Solving | • Time Management |
| • Strategic Planning | • Decision Making |
| • Adaptability | • Microsoft Office |
| • Customer Service | • Emotional Intelligence |
| • Apollo | • Market Research |
| • Planning & Organization | • Presentation Skills |
| | • Payroll |
| | • Reporting/Documentation |
| | • Business Case |

Languages

Arabic: Native | **English:** Fluent

Professional Development

- **Certificate of Completion:** Senior Accountant - Office Management Course at 4 Finance Training Center, powered by UNICEF and implemented by Anera – 2024