



PROFILE

Meet an experienced business manager ready to drive exponential growth in your organization. With a proven track record of surpassing goals, strategic thinking, and exceptional leadership skills, they stand out among their peers. Stay ahead of industry trends as they inspire teams and unlock your business's full potential. Experience the transformative impact of this seasoned manager who delivers outstanding results.

CONTACT

PHONE:

+961-71-88-16-09

EMAIL:

Sarahimiri563@gmail.com

HOBBIES

Acquire new skills
Discover
Travel
Read
Visit art places
Visit historical areas
Investigate

LANGUAGES

Arabic Native

English Professional

SARAH MIRI

Business Manager

EDUCATION

Moder Community School

2015 - 2017

Honor high school student in Life Science section

Lebanese International University

2018 – 2023

Bachelor in Business Administration/Management

GPA 3.87

WORK EXPERIENCE

Sports Academy of Beirut for Social Development-Founder and Manager

10/2021 – 10/2023

- Established and managed the Sports Academy of Beirut, a youth-focused sports organization with a mission to promote social development through sports.
- Oversaw day-to-day operations, including curriculum development, scheduling, budgeting, and staff management.
- Developed the academy's vision, mission, and strategic objectives, and created programs and initiatives aligned with these goals. Recruited and trained coaches and instructors to deliver high-quality sports training and mentorship. Built partnerships with local schools, community organizations, and sponsors to expand the academy's reach and impact.

Ministry of Youth and Sports-Journalist

08/2019 - 09/2021

- Worked as a journalist for the Ministry of Youth and Sports, covering sports-related news and events.
- Conducted interviews with athletes, coaches, and officials to gather information for news articles and features.
- Researched and wrote compelling stories on sports development initiatives, tournaments, and achievements.
- Edited and proofread articles for accuracy, clarity, and adherence to journalistic standards. Collaborated with

photographers and videographers to enhance news coverage through multimedia content

Omar Sinno Group-Executive Assistant
10/2023 – Present

- Managing Calendars and setting up meetings.
- Tracking daily expenses and preparing reports.
- Format information for internal and external communication- memos,emails,presentations,sheets and reports.
- Have a building up conversation with others before starting the meeting.
- Taking minutes during meetings.
- Organizing and maintaining the office filing system.
- Data entry and excel sheets formulation.
- Basic accounting.
- Research.
- Event Planning.
- Establish good relationships between executives.

SKILLS

- Fast learner
- Administration
- Team Leadership
- Team worker
- Team problem solving
- Emotional Intelligence
- Excellent approach to people
- Good negotiator
- Creative problem solving
- Managing sections and work flow
- Reporting to the CEO
- Calendaring
- Travel arrangements
- Confidentiality
- Executive support
- Attention to details
- Google sheets
- Resume review
- Executive calander managemet
- Meeting schedule
- Microsoft excel
- Microsoft word
- Microsoft powerpoint
- Data entry
- HR management
- HR consulting
- HR policies
- Employee engagement
- Time management
- Budgeting
- Project planning
- Project implementation
- Coaching
- Strategic planning
- Resource allocation

