

# D I M A H A R B



70 646 205



dimaharblb@gmail.com



Linkedin.com/in/dima harb



Ghazieh, Saida



Bir Hasan, Beirut

## P R O F I L E

Project and communication coordinator with 7 years' experience in advising students on their higher education journey. Experienced in administrative work and negotiating deals with international universities, managing fundraising campaigns for university scholarships, and maintain communication between the organization and the donors.

## W O R K E X P E R I E N C E

### Executive Assistant (March 2023-Present)

**Sayed Farms Ltd./ Based in Nigeria/Head office is in Lebanon- Saida**

**Poultry sector and distribution of frozen food.**

- **Managing the calendar of the CEO and coordinating all the meetings**
- **Handle the day-to-day tasks of the CEO**
- **Manage communication with employees and liaising with internal and external executive**
- **Coordinate travel arrangements and logistics**
- **Handle confidential information and sensitive materials with care**
- **Participate in high-level meetings and prepare report as needed**
- **Prepare Minutes of Meeting and send it to all the attendees**
- **Manage senior executives travel logistics and activities (visa – tickets – accommodation)**

### Administrative assistant

**Campus France (French Embassy) | Beirut | October to December 2022 | Fixed term contract**

- Acting as first point of contact to the consulate
- Provide necessary administrative support to both staff and visitors
- Handles all higher education applications and visa enquiries for students applying to study in France

### Administrative Officer

**Association of specialization and scientific guidance | Beirut | 2013 – 2022**

A non-profit organization providing various activities such as offering scholarships, promulgating culture and literature, training and more.

- Coordinating new deals with international universities
- Coordinating online and offline marketing activities for the organization
- Interviewing students who are seeking scholarships
- Assist the senior management to negotiate scholarship agreements with international universities
- Ensure the security of funds holding and transfer through the banks
- Advising students on different university programs and assisting them in the whole process from application to relocation
- Planning a yearly fundraising campaign

## E D U C A T I O N

Saint Joseph University  
Beirut, Lebanon  
BA in Business management  
2009 – 2012

## N a t i o n a l i t y

Holding dual nationality  
Lebanese and French

## S K I L L S & L A N G U A G E S

Attention to Detail

Communication

Event planning

Research and presentation skills

Account Management

Customer Service

Negotiation skills

Interviewing skills

Team work

Fundraising

Arabic

English

French