

# Haya DaliBalta

Bachelor in Civil Engineering  
(AUB)

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Beirut, Lebanon

## TECHNICAL SKILLS

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- Microsoft office 365: Word, PowerPoint, Excel
- Beginner in AutoCAD.

## EXPERIENCE

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**Seamless Exhibition | Sales & Marketing Assistant | Riyadh Front, Saudi Arabia**

10/2024

- Introducing the company to other companies and corporations
- Collecting leads and possible potential customers
- Organizing a booth and working collectively with other members
- Managing the marketing schedule and plan
- Listing all potential clients in an organized filing system and forwarding that to the company representatives

**Boulevard World Concert | Hostess & Seating Manager | Riyadh Boulevard, Saudi Arabia**

01/2024

- Maintaining a professional level of management and preparation prior to event
- Meeting colleagues and assigning tasks and positions
- Directing and welcoming guests to their seats and other areas
- Solving a booking/seating problem whenever needed that satisfies all parties
- Communicating and reporting to security and higher management

**CEO| Customer Relationship Management, BeautyEuphoria | Beirut, Lebanon**

04/2023- Present

- Ensure excellent customer service and support.
- Responsible for budgeting, financial planning, and financial reporting.
- Gather and analyze customer feedback to improve products and services.
- Manage cash flow, investments, and financial risks.
- Ensure the company meets its revenue and profitability targets.
- Oversee product selection, development, and sourcing.
- Develop and execute marketing strategies to promote products and increase sales.
- Utilize digital marketing, social media, and e-commerce platforms effectively.
- Build and maintain relationships with key stakeholders, including investors, partners, and influencers.
- Manage social media accounts.
- Manage the website (Track activity, update products)

## EDUCATION

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**Bachelor of Civil Engineering** , American University of Beirut |Beirut, Lebanon| 08/2020, Present  
**Houssam Eddine Hariri High School** | Saida, Lebanon| 09/2019- 07/2020

## CORE SKILLS

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- Strong understanding of mathematical principles and physical laws.

- Ability to apply these principles to solve engineering problems.
- Basic knowledge in using design software such as AutoCAD.
- Understanding of structural analysis and design principles.
- Ability to analyze loads, forces, and stresses on structures.
- Ability to analyze complex problems and develop effective solutions.
- Strong logical and analytical thinking skills.
- Strong verbal communication skills for presenting ideas and collaborating with team members
- Ability to work effectively as part of a multidisciplinary team.

## LANGUAGES

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- Arabic: Native language
- English: Fluent in reading, writing, and speaking
- French: Intermediate