

Mountaha Roukaibi

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Highly motivated, organized, and dedicated professional looking for a challenging role that leverages my skills to drive business growth and create positive change.

EDUCATION:

Lebanese University

- Bachelor's Degree in Political Sciences
- Bachelor's Degree in Chemistry

Lebanon

2019 – 2023

2015 – 2019

PROFESSIONAL EXPERIENCE:

IECD Lebanon, ULEAP Project

Youth and Clients Coordinator

Beirut, Lebanon

May 2024 – Present

- Maintained sales records, KPIs, and client testimonials.
- Supported market mapping, proposal writing, and client communication.
- Collected and analyzed data for business plans.
- Updated portfolio, newsletters, and website.
- Designed and delivered life skills, leadership, and job placement sessions.
- Assessed training needs and adapted content based on feedback.
- Organized career development workshops and supported job integration.
- Managed social media and marketing campaigns.
- Created marketing materials and tracked performance.
- Conducted outreach to attract beneficiaries.
- Monitored program impact and ensured goal alignment.
- Maintained and updated beneficiary database.
- Led eco-awareness activity on photovoltaic systems for schools.

Saint Dimitrios Church

Administrative Manager

Beirut, Lebanon

Aug 2018 – May 2024

Mounit Em Metre (Provisions Shop) & Saint Dimitrios Souvenir Shop – Beirut, Lebanon

- Managed invoicing, sales reconciliation, and stock control for both shops.
- Performed accounting tasks using Dolphin software, including data entry, journal entries, purchasing, and report generation.
- Organized and maintained accurate inventory and operational data across both locations.
- Coordinated supplier interactions and procurement activities.
- Led the planning and execution of events for both shops.

Saint Porphirios Center – Camp & Activities Facility

- Oversaw full operations of the center, managing logistics and hosting arrangements for group camps and events.
- Supervised a team of four, delegating tasks and ensuring smooth daily operations.

Colonie Paradis d'Été

Member of the management team, Director

Beirut, Lebanon

Seasonal 2016 – 2021

- Directed a youth group for 4 years, following a year of service on the management team, and another year as director.
- As director, manage 5 teams, overseeing around 70 children and their supervisors.
- Planned and coordinated a wide range of educational and recreational activities.
- Launched handcrafted arts projects to foster creativity and engagement among children.
- Supervised and supported all volunteers involved in the organization's programs and events.

TRAINING AND VOLUNTEERING:

Scout Saint Dimitrios

Beirut, Lebanon

Member of the Leadership Team

2007 – Present

- Served as Group Secretary for over 4 years, handling internal coordination and documentation.
- Led and managed the social media team; oversaw strategy, content creation, and engagement.
- Oversaw and mentored the Scout Rovers division.
- Supervised and guided a leadership training program for future chiefs, managing a division of 16 chiefs and 60 children.
- Prepared and coached teenagers to become future leaders within the organization.
- Contributed to strategic planning and decision-making for the group's development.
- Planned and executed multiple camps and large-scale events.

Certificate at CIS college

January - March 2025

Event planning

- Gained comprehensive knowledge in event planning, from analysing client needs and budgeting to venue selection, program coordination, and team management.

Skills & Languages

Intrapersonal

- Strong communication
- Patient and adaptability
- Teamwork
- Multi-tasking
- Time management
- Problem solving and critical thinking
- Fast learner
- Well-organized
- Research skills
- Professionalism
- Emotional intelligence

Technical

- Data entry
- Event planning and execution
- Inventory management
- Client communication and relations
- Team management and supervision
- Training needs assessment
- Typing in Arabic
- Typing Proficient

Languages

- Arabic: Native
- French: Fluent
- English : Intermediate