

# Perla Ahmar

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## Profile

Detail-oriented professional with experience in project coordination, administration, and training support. Skilled in organizing workshops, monitoring training activities, preparing reports, and maintaining clear communication. Motivated to contribute to effective learning and development initiatives.

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## Professional Experience

### Project Coordinator

Hôtel-Dieu de France | Sep 2021 – Present

- Coordinate and follow up on projects across departments to ensure timely progress.
- Support organization of workshops, training sessions, and awareness activities.
- Prepare reports, presentations, and documentation for management and stakeholders.
- Facilitate communication between teams to ensure smooth project implementation.
- Monitor deadlines and support project-related administrative tasks.

### Administrative Coordinator

Hôtel-Dieu de France | 2020 – 2021

- Assisted in planning and coordinating departmental activities and schedules.
- Prepared meeting agendas, minutes, and reports.
- Supported onboarding and internal communication processes.
- Maintained accurate records and documentation.

### Finance and Administration Officer

Hôtel-Dieu de France | 2018 – 2020

- Provided financial and administrative support to projects and operations.
  - Assisted in budget preparation and monitoring expenses.
  - Supported procurement, payments, and reporting tasks.
  - Maintained communication with internal and external partners.
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## **Education**

- Master's in Management – Lebanese University (2020–2022)
  - Bachelor's in Management – Lebanese University (2015–2019)
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## **Certifications & Training**

- Career Essentials in Project Management – Microsoft & LinkedIn Learning
  - Agile & Scrum Fundamentals – LinkedIn Learning
  - Advanced Excel for Data Analysis – LinkedIn Learning
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## **Skills**

- Project coordination & reporting
- Training and workshop support
- Data collection & feedback analysis
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Microsoft Project, Teams, Planner, SharePoint
- Communication and teamwork (Arabic, English, French)