

Celine Akrouch

_ciloakrouch@gmail.com | +96171048633

EDUCATION

University saint joseph (USJ)

- B.S in economics
- Master's in leadership and human resource management

Besancon Baabdath

- Lebanese Baccalaureate, Se section

Beirut

June 2024

August 2022-now

Baabdath, Lebanon

2021

Professional Experience

Afkar architects(Port Beirut)

Administrative assistant and HR (June-Present)

- Organized and coordinated partners' meetings, managed calendars, Zoom accounts, and maintained meeting minutes.
- Handled HR tasks including employee onboarding, attendance tracking, and timesheet verification.
- Managed IT coordination, software updates, GoDaddy account, and ensured smooth business operations.
- Oversaw office administration, including supplies, invoices, travel sheets, and sample room management.
- Verified shipment documents (packing lists, AWBs, bills of lading) and created mapping sheets for furniture logistics.

CMA CGM (Beirut-Lebanon)

Booking agent(March 2025-June)

- Booking Management: Handling customer requests for shipping space on vessels, confirming bookings, and ensuring timely documentation.
- Customer Support: Communicating with clients to understand their shipping needs, advising on the best solutions, and addressing concerns.
- Coordination with Operations: Working with port operators, warehouse teams, and other departments to ensure smooth cargo handling.
- Documentation & Compliance: Ensuring all paperwork, including bills of lading and manifests, is accurate and compliant with international shipping regulations.
- Tracking & Updates: Providing clients with shipment status updates, managing delays, and ensuring timely delivery.
- Problem Solving: Addressing and resolving issues such as delays, damages, or changes to delivery schedules.

Mach consultants (Beirut, Lebanon)**Junior consultant in socio economic management (Sep 2024-Present)**

- Provide operational and strategic support to clients, focusing on business performance and management control.
- Assist in the design and implementation of transformational change and process improvements.
- Collaborate with senior consultants on client projects to optimize organizational development and efficiency.
- Contribute to strategy tracking and project management, ensuring client goals are met on time.

Fernand Hosri holding (Badaro , Beirut)**Accountant Intern- June 2023- July 2023**

- Actively engaged in managing the Paragon system during internship.
- Proficiently handled account receivables and payables.
- Executed meticulous filing and archiving tasks.

UNDP**Youth leadership Program (Apprenticeship) July 2024-Present**

- Accelerate implementation ideas for social change
- Develop skills in various social innovation approaches and methodologies
- Develop my leadership potential

L'unité d'assurance qualite du rectorat de L'USJ (Achrafiye, Lebanon)

Nov 2023- Jan 2024

- Conducted outreach to USJ alumni network members.
- Compiled pertinent data and generated insightful statistics.
- Supported organizational initiatives through data analysis.

Volunteering

Order of Malta Lebanon

June 2018 – present

- Led projects for elderly and disabled individuals.
- Ensured the proper implementation of the OMV vision and goals.
- Developed strong communication and interpersonal skills through collaboration with diverse groups of volunteers.

Scout of Lebanon, Kherbet Kanafar

June 2014– September 2021

- Organized regular activities, games, camps, and adventures as the troop leader.
- Supported scouts in fostering a healthy environment by exemplifying scout values and encouraging adherence to the scout law and promise.

Skills

- **Computer skills:** Microsoft Office including Word, PowerPoint and Excel
- **Soft Skills:** Leadership, time management, communication, research, analysis, and teamwork.
- **Languages:** Arabic (Native), English (Fluent), French (Fluent).