

# Hanine Badra

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## PROFESSIONAL OBJECTIVE

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Seeking an executive administrative role in which my professional background and extensive office management experience would allocate an immediate contribution to the institution as an integral part of its progressivity while developing further my technical and interpersonal skills.

## PROFESSIONAL EXPERIENCE

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### **Cedarcom Group**

*Executive Assistant  
to the CEO*

**Beirut, Lebanon**

**2023**

Handle the preparation and follow up of all confidential documents and communications with Ministries, Governmental Parties, Auditors, Banks and Board of Directors; and maintain accurate physical and electronic filing of related files.

- **Lead the Group's Lawyers & Notaries Files**  
Check on monthly basis with the heads of Divisions / Treasurer for files to be transferred to lawyers.  
Send to lawyers the files of potential legal cases.  
Follow up all files with lawyers, and report on monthly basis the progress of legal cases to the Group Chief Executive Officer.  
Communicate to the Notaries the Group's specific requirements.
- **Lead the Group's Insurance File**  
Communicate with the insurance providers the Group's specific requirements, and negotiate the best terms, conditions and pricing, and approve policies' issuance and follow up claims' reimbursement.
- **Lead the Group's POP Contracts and Office Rental Agreements Files**  
Handle and Maintain contracts, renewals, and addendums; and coordinate payments with the accounting division.
- **Lead the Group's Vehicles and mobile phone Files**  
Audit the Monthly Vehicle Reports (fuel consumption, accidents) and take corrective measures.  
Control the personnel's use of GPS and take corrective measures with abusers.  
Analyze the Group's phone calls (mobiles and land lines) and internal extensions.
- **Supervise the Secretarial / Administrative personnel**  
Manage, delegate duties, split and distribute the responsibilities of the Admin. personnel to ensure smooth operation (Receptionist, Secretaries and Drivers).
- **Any other duties related to the scope of work or to any other division (in term of management support) as required by the Group Chief Executive Officer.**

### **La Cime School - Choueifat**

*French Teacher*

**Beirut, Lebanon**

**2021-2023**

- Giving french language for Grades 1, 2,3 and 4

**ICM Capital**  
**Retention Associate**

**Beirut, Lebanon**  
**2018 -2020**

- Review clients' applications and KYC documents to make sure they are compliant with the FSA regulations and ICM policies
- Opening of clients' accounts
- Process Clients' deposits and withdrawals
- Submit daily or monthly volume/rebate reports for management and clients
- Handling clients' trading claims
- Answering all client's requests by email and phone conversation
- Handling the social Media pages of the company by answering the clients' messages
- Live chat/ Facebook/ WhatsApp chat

**Lebanon High School**  
**French Teacher**

**Beirut, Lebanon**  
**2016-2017**

- Giving french language for Grades 3,4 and 5 as a second language

**Justicia Beirut Consult**  
**Administrative Assistant**

**Beirut, Lebanon**  
**2014 - 2016**

- Customer Service
- Assisting with all aspects of administrative management
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Preparing business correspondence, typically using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Researches on Human rights
- Data entry
- Managing files (Responsible of clients' documents)
- Performing multifaceted general office support
- Answering the phone calls
- Reply to all clients requests by email
- All day-to-day operation matters

**Al Huda Secondary School**  
**Math Teacher**

**Bekaa, Lebanon**  
**2011 - 2014**

- Giving Math courses for Grades 1, 2,3,4,5 and 6

**Unicef Word Vision**  
**French Teacher**

**Bekaa, Lebanon**  
**Summer 2014**

- Giving French Language for refugees

**EDUCATION**

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June 2015	<b>American University of Science and Technology</b> <i>B.S. – Business</i>	Beirut, Lebanon
July 2009	<b>Tamnin Official School</b> <i>Lebanese Official Bacc II</i>	Bekaa, Lebanon