

- B A S M A S H B I B -

Available to Join Immediately

**Executive/Personal Assistant to CEO; Project Administrative Lead;
Administrative Positions in Several Departments.**

Beirut, Lebanon • (+961) 70787005 • basmashbib@gmail.com • 16/08/1990

PROFESSIONAL EXPERIENCE

APHRODITE NGO, Beirut, Lebanon, Project Coordinator 04/04/2022-Present
(Pro Bono/Non-Profit Service)

- ▶ **Assisting the project manager.**
- ▶ Handling the administrative tasks of the projects.
- ▶ Documentation and project meetings management.
- ▶ Reporting to the project manager.
- ▶ Assisting in identifying and prioritizing projects.
- ▶ Managing and assigning tasks to the team members.
- ▶ Follow up on the execution of various initiatives.
- ▶ Ensuring deadlines are met and coordinating with other departments as needed.
- ▶ Contacting and informing the clients/partners/sponsors about the project update and progress.

VISTAGLOBAL/MACROMED, Beirut, Lebanon, Secretary 17/11/2021-19/3/2022

- ▶ **Personal Assistant to CEO**
- ▶ Managing CEO's agenda, meetings and schedules.
- ▶ Managing appointments, filing system and emails.
- ▶ Organize meetings, prepare minutes of meetings and coordinate reservations for business meetings
- ▶ Prepare reports, presentations, market studies, price lists and price structures.
- ▶ Welcoming clients and providing them with necessary information
- ▶ Follow up with Egyptian suppliers.
- ▶ Receiving input from the sales representative and follow up on client complaints
- ▶ Purchase orders, supervising order's preparation, Managing order's delivery and collection.
- ▶ Coordinate with the Accounting department regarding collection and financial issues.
- ▶ Follow up with the HR department concerning recruitment and managing candidate's interviews schedule.
- ▶ Tele sales, searching new potential clients and maintaining updated contact lists.
- ▶ Receive complaints from clients and manage any inconvenience.
- ▶ Handling confidential and sensitive information.

LYCEE KHADIJA EL KOBRA, Beirut, Lebanon, Administrative Assistant 1/11/2017-25/9/2020

- ▶ **School Principal Assistant**
- ▶ Managing school principal's agenda, meetings and schedules.
- ▶ Following up on daily/weekly/monthly reports and meetings.
- ▶ Incoming-Outgoing calls, scheduling appointments, filing system, office stationery, archive and emails.
- ▶ Greeting visitors or parents, and providing them with necessary information.
- ▶ Coordinating with the accounting department regarding payment and financial aid.

- ▶ Coordinating functions between all school departments.
- ▶ Coordinating with the head office departments: HR, Financial, Education, Legal, training, Maintenance, and Fundraising departments.
- ▶ Participation and follow up on outdoor events.
- ▶ Supervising the attendance sheet.
- ▶ School bus registration, and contact list.
- ▶ Students Insurance and Injury cases.
- ▶ Handling parents' complaints and provide them with suitable solutions.
- ▶ Presenting recommendations to improve procedures.
- ▶ Maintaining confidentiality of the staff, parents, students and all necessary information.
- ▶ Promoting the school.
- ▶ Assisting in the French accreditation project.

CHAMAS PRINTING AND PUBLISHING, Beirut, Lebanon

Administrative Secretary

15/5/2017-2/8/2017

- ▶ Maintaining Manager's agenda, meetings, schedule;
- ▶ Greeting visitors.
- ▶ Responsible for all Incoming-Outgoing calls, Filing and office stationery.
- ▶ Handle purchases for the office (Stationary & Office supplies).
- ▶ Providing administrative support for all departments: Sales, Purchasing, Accounting and Production.
- ▶ Building-up new quotation request, preparing quotations and purchase orders.
- ▶ Following up with client until getting his final approval and following pending and approved lists.
- ▶ Coordinating Deliveries with the Warehouse.
- ▶ Suppliers Invoices Data Entry and Filing
- ▶ Following up with the after sales services.

BANK OF BEIRUT, Beirut, Lebanon • Internship

1/7/2011-01/8/2011

- ▶ Counter Operation Section;
- ▶ Customer Service Section.

SKILLS ACQUIRED:

- ▶ Advanced communication skills gained through working closely to the upper management and occupying an intermediate role between the upper management and the employees in different departments, also from dealing directly with potential clients.
- ▶ Leadership, Managerial and organizational skills: I have led different teams of volunteers during my career journey as a project coordinator, and I have handled the administrative operations while being a personal assistant and an executive assistant in the trade and the academic sector
- ▶ Analytical skills, decision making skills, prioritizing and streamlining skills.
- ▶ Flexibility and ability to meet deadlines, follow up skills.
- ▶ Psychology and leader's management style assessment.
- ▶ Confidentiality and ability to deal with sensitive and critical information, credibility and transparency.
- ▶ Customer Behavior.

EDUCATION

UNIVERSITY DEGREE:

Bachelor Degree in Business Administration • MUBS, Beirut, Lebanon 10/2020

SCHOOL GRADUATION:

Lebanese Baccalaureate in Life Science • Lycée Notre Dame, Beirut, Lebanon 07/2008

EXTRA EDUCATION:

- ▶ **Advanced Diploma in Training of Trainers**, Alison learning platform 07/2025
- ▶ **Certificate in CEO Mastery: Leadership and Strategy**, Alison learning platform 02/2024
- ▶ **Certificate of accomplishment theoretical and practical course in Human Resources**, American Center for Excellence, Beirut, Lebanon 12/2018
- ▶ **Certificate in Executive Secretary**, Mira training center/London Academy of professional training, Beirut, Lebanon 08/2016
- ▶ **Diploma in French Language Studies/DELF B2**, French Institute, Beirut, Lebanon 12/2015

WORKSHOP CERTIFICATES:

- ▶ **Professional Etiquette**
Edraak learning platform
- ▶ **Project Management as a life skill**
Edraak learning platform
- ▶ **Leadership Skills**
Edraak learning platform
- ▶ **Creative Thinking and Innovation**
Edraak learning platform
- ▶ **Problem Solving and Decision Making**
Edraak learning platform
- ▶ **Emotional Intelligence**
Edraak learning platform
- ▶ **Critical Thinking**
Edraak learning platform
- ▶ **Teamwork Skills**
Edraak learning platform
- ▶ **Understanding Professional Work**
Edraak learning platform
- ▶ **English Language for workplace**
Edraak learning platform
- ▶ **Neuro-linguistic programing NLP Level 1**
Arab Board of NLP

SKILLS ACQUIRED:

- ▶ Self-Knowledge, strengths, weaknesses.
 - ▶ First impression and body language.
 - ▶ Importance of communication style and business appearance.
 - ▶ Creativity, problem solving and decision making.
 - ▶ Social and communication skills, active listening,
 - ▶ Interaction with others at the workplace, dealing with different personalities.
 - ▶ Leadership and analytical thinking.
 - ▶ Self-confidence and self-esteem.
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ADDITIONAL SKILLS

LANGUAGES:

- ▶ Arabic, native language
- ▶ French, very good written and spoken
- ▶ English, good written and spoken.

TECHNICAL SKILLS:

- ▶ Word, Excel, Power Point, Click up (basic knowledge)
- ▶ Advanced level in Microsoft Excel: Interactive Dashboards, PowerPivot, scenario manager, XLOOKUP, data validation, conditional formatting, formulas, data cleaning

REFERENCES:

- ▶ Upon Request