

RAGHIDA BASSIL

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Lebanon

SUMMARY

Event planning and management professional with over 9 years of experience, specializing in event execution, maintenance supervision and operational leadership, with key skills in budget management, staffs scheduling, vendor coordination, and client relations

WORK EXPERIENCE

Administrative Manager
Stradaverde Consultants
Beirut, Lebanon
May 2025 - Present

- Oversaw daily office operations, ensuring efficiency and smooth work flow.
- Implemented and maintained internal systems for task tracking, procurement, HR, and scheduling.
- Supported ISO 9001 quality management processes by preparing required documentation and maintaining records
- Managed invoices, vendor communications, and coordinated with accountants for smooth financial operations.

Event Planner
Our Lady of Lebanon Cathedral
Keserwan, Lebanon
Oct2022 - Apr2025

- Plan and execute 10+ events, achieving a 95% client satisfaction rate
- Manage event budgets, timelines, and vendor coordination for efficient outcomes
- Coordinate logistics, equipment, and creative activities to maximize attendance

Maintenance Supervisor
Our Lady of Lebanon Cathedral
Keserwan, Lebanon
Oct2022 - Apr2025

- Supervise 10 technicians, increasing an efficiency by 35%
- Prepare and allocate weekly maintenance schedules, ensuring timely task completion
- Inspect sites, coordinate cleaning, and train staff, reducing downtime

Assistant General Manager
Our Lady of Lebanon Cathedral
Keserwan, Lebanon
Oct2020 - Apr2025

- Lead 60 employees across departments to enhance operational efficiency
- Streamline document management processes to reduce filing errors significantly
- Manage expenses, logistics, and communications to improve budget accuracy and operations

Sales Representative
Our Lady of Lebanon Cathedral
Keserwan, Lebanon
Sep2016 - Sep2020

- Achieved weekly sales goals ranging from \$1,000 to \$1,500
- Welcomed over 200 customers daily, providing exceptional service

Receptionist
Our Lady of Lebanon Cathedral
Keserwan, Lebanon
Sep2014 - Aug2016

- Scheduled appointments and managed the electronic calendar efficiently
- Handled over 200 calls daily, contributing to overall sales growth

INTERNSHIP

Human Resources Intern
Indevco
Keserwan, Lebanon
Sep2015 - Oct2015

- Collaborated with managers to streamline HR operations and organize recruitment

EDUCATION

• Bachelor's Degree in Business Management
Arts, Sciences, and Technology University - AUL
Keserwan, Lebanon
Oct2018 - Jun2019

• Baccalaureate in Economics and Sociology
High School Ghosta
Keserwan, Lebanon
Oct2011 - Jun2012

SKILLS

- Soft Skills: • Communication • Problem Solving • Leadership • Client Relations • Adaptability
• Customer Service • Time Management • Attention to Detail
- Technical Skills: • Microsoft Office Suite • Event Planning • Budget Management • Logistics
• Vendor Negotiation • Maintenance Supervision • Staff Scheduling • PMS Sales Software
- Languages: • English (Fluent) • French (Fluent) • Arabic (Native)