

Riham Baalbaki |

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Lebanese

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CORE COMPETENCIES

English and Arabic Administrative & Organizational skills Project & Program Management
Communication & Interpersonal Skills Microsoft Office HR & People Management
Financial Skills

WORK EXPERIENCE

Cultural Hub Supervisor, Hona Beirut by MARCH, Beirut, Lebanon

Jan 2024 – Jan 2026

- Follow up on day-to-day operations at Hona Beirut
- Follow up on inventory and restock Hona Beirut in all supplies and submit an end of month inventory/sales sheet
- Interview new youth and filling their applications
- Plan a monthly schedule for Hona Beirut's activities
- Organization and strategy meetings with the core group
- Plan and organize community and outreach events
- Checkup fixed asset list regularly to monitor Hona Beirut assets
- Monitor social cohesion, conflict transformation & theatre sessions given to the core group
- Follow up trainers on report, payment method and proper submission of invoices, receipts and time sheets
- Prepare stipends and payment sheets for the youth
- Post stories, posts and prepare captions for Instagram posts

Administrator & Banks Point of Contact, NDCR, Beirut Lebanon

Aug 2019 – June 2023

I started at NDCR company as an Administrative Assistant then I got promoted to the Administrator and Banks Point of Contact

- Adding new cases to the system and transferring them to collectors
- Recording office expenses, and off days for employees
- Negotiating deals with banks and preparing monthly invoices
- Posting vacancies, screening applicants and making interviews

Intern at Banque Du Liban

Aug 2016 - Sep 2016

- Lectures about the different departments operating in the central bank
 - The importance of BDL in maintaining economic and financial stability
 - A visit to UK Lebanon Tech Hub: discussed the importance of innovation through entrepreneurship and how to develop a Lean Canvas and a business plan.
 - Lectures about KunHadi, Red Cross Lebanon, and Kafalat
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EDUCATION

LAU, Beirut, Master of Business Administration (MBA)

2017-2019

LAU, Beirut, Bachelor of Science Degree in Business Management

2013- 2016

Al Iman School; Beirut, Lebanon

2013

TRAINING

Sales training, Allianz SNA, Beirut Lebanon

March 2018 – April 2018

- Getting to know Allianz's newest platform "SPIRAL" in addition to other services (medical)
 - Learning the steps of Sales Excellence
 - Role play and workshops for practicing Sales Excellence
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WORKSHOP

Injaz Lebanon

2016

- One day Innovation Camp that included several discussions and a competition: what are entrepreneurs, their skills & importance in today's market. The competition was developing a business with the best business plan.
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CERTIFICATE

Human Resources Forum at LAU

April 2019

- One day HR training on topics on employee engagement, importance of investing in employees, best HR practices to enhance engagement, reinventing performance management, and enabling a coaching environment
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REFERENCES

Available upon request.