



TASNEEM AL MOGHRABI

CONTACT

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- Lebanon ,Beirut

EDUCATION

Talal Abu-Ghazaleh Global Digital University
Master in General Management

2023-2025

Lebanese International University
Bachelor of Business Administration in Business Management

2019-2023

CERTIFICATES

- Introduction to Marketing**
certified by GIL Program -UNICEF - 2024
- Social Media Marketing**
certified by GIL Program -UNICEF / with DOT Lebanon - 2024
- Fundamentals of Accounting**
certified by Alson Online Center - 2024
- Financial Accounting**
certified by Alson Online Center -2023
- Executive Secretary**
certified by USAID -2020
- Microwork Training**
certified by GIL Program -UNICEF - 2019

LANGUAGE

Arabic

English

PROFILE

Motivated and detail-oriented management professional with experience in operations coordination, administrative support, and activity planning. Strong ability to manage daily workflows, support decision-making, and maintain accurate data and reports. Known for adaptability, excellent communication skills, and a commitment to delivering high-quality results in dynamic environments.

EXPERIENCE

2022 - 2025

Palestinian Embassy

Assistant General Manager

- Assists in developing and implementing departmental plans and goals.
- Oversees daily operations .
- Ensures compliance with regulations.
- Contribute to performance and operations management, using their expertise in MS Office and relational database

2021 - 2022

Social Support Society/Active Ageing House Association

Programs facilitator And Coordinator

- Making a monthly plan and programs tracking expert .
- Case Management and data entering
- Follow-up to daily and monthly payments and donations .
- Daily activities for elderly

2018 - 2019

JCC Association

Financial Reporter

- Prepared and submitted monthly financial reports to the responsible department.
- Assisted in tracking expenses, donations, and budget allocations.
- Supported the finance team by maintaining organized records and documentation.

2021 - 2025

Lebanese international university

LIU Events Club President

- help in organizing of LIU events
- organize graduation ceremony

SKILLS

- Innovation, Flexibility & Adaptability
- Interpersonal skills& productivity
- Quality Focus & Attention to Detail
- Prioritization, Multitasking & Motivation