

CURRICULUM VITAE



1. **Family name:** DIB
2. **First name:** Nathalie
3. **Date of birth:** 21/03/1992
4. **Nationality:** Palestinian/Lebanese
5. **Civil status:** Single
6. **Address:** Tallet El Khayat, El Mama street, El Farah building, 4th floor – Dib's Residence - Beirut, Lebanon
Mobile phone: +961 76 860 880 Email address: nat.dib92@hotmail.com

Country	Date from – Date to
Beirut, Lebanon	October 2014 – March 2021

7. Educational Background:

Institution [Date from – Date to]	Degree(s) or Diploma(s) obtained:
2011-2014	American University of Science & Technology (AUST) Major: Graphic Design and Arts (3 years) Beirut, Lebanon
1995-2011	Lycée Français International de Riyadh (EFIR) – Arabie Saoudite BAC ES

8. Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Arabic (Mother Tongue)	1	1	1
English	1	1	1
French	1	1	1

9. Membership of professional bodies: N/A

10. Other skills: (e.g. Computer literacy, etc.)

- Active Listening Skills (asking questions, note-taking, verbal and non-verbal communication, punctuality, etc.)
- Computer skills: Word, Excel, Power Point, email management
- Customer Service Skills: active listening, empathy, problem-solving, reliability
- Excellent Communication Skills, Flexibility & Leadership skills
- Social Media Management

11. Former position: Administrative and Commercial Manager

12. Years within the firm: 4.5 years

13. Key qualifications:

Nathalie Dib has a professional experience of approximately 8 years in the Lebanese Market mainly in the administrative and sales management fields.

She also possesses team-leading skills, knows how to implement project activities, and adheres to set deadlines when requested.

14. Professional experience:

Date from – Date to	Location	Company	Position	Description
3 Nov 2025- Present	Beirut, Lebanon	<p><u>Company Name:</u> Lyst Tehnologies Address : Sin el fil Highway, freeway Centre 6th floor</p> <p>Website: https://lyst-tech.com/ CEO: Naji Moukaddam</p>	HR Manager and business Consultant.	<ul style="list-style-type: none"> • Oversee daily office operations, supplies, and vendor coordination. • Maintain organized records, filing systems, and internal documentation • Support scheduling, meeting logistics, and travel arrangements. • Assist in HR-related tasks including recruitment, onboarding and timesheet tracking • Ensure compliance with internal policies and regulatory requirements. • Prepare and issue accurate client invoices based on contractual terms. • Track receivables and follow up on outstanding payments professionally. • Coordinate with finance team to reconcile billing and payment records. • Maintain invoicing logs and ensure timely documentation for audits. • Support monthly reporting on invoicing status and client account health. • Identify and pursue new business opportunities and partnerships. • Prepare client proposals, presentations, and follow-up communications. • Support marketing campaigns and lead generation efforts. • Maintain CRM records and track pipeline progress. • Attend industry events and represent the company professionally.

<p>30 Sept 2024 – 30 May 2025</p>	<p>Beirut, Lebanon</p>	<p><u>Company name:</u> Ayloul Association Address: Starco, Downtown/ Malli EST. for industry and trading.</p> <p><u>Website:</u> https://ayloul.org/</p> <p><u>CEO:</u> Nour Malli</p>	<p>Office Manager & proposal writer (Volunteer)</p>	<ul style="list-style-type: none"> • Maintaining organized records of programs, beneficiaries, and communications, while overseeing daily office operations such as scheduling, logistics, and supply management. • Supporting HR functions by onboarding volunteers, maintaining personnel files, and coordinating team meetings or trainings. • Assisting with financial tracking, managing petty cash, supporting procurement of project materials, and ensuring donor-compliant expense documentation. • Identifying grant opportunities and writing compelling proposals, concept notes, and donor reports in collaboration with program and finance teams. • Keeping a grants tracker updated, ensuring timely submissions and reporting, and developing fundraising materials such as newsletters or pitch decks. • Managing stakeholder communication by scheduling donor or partner meetings, preparing briefings, and organizing field visits or fundraising events. • Ensuring legal and donor compliance through well-maintained documentation and policy adherence, and safeguarding sensitive data such as beneficiary and donor records.
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30 Sept 2024 – 30 May 2025	Beirut, Lebanon	<p><u>Company name:</u> Ayloul Association Address: Starco, Downtown/ Malli EST. for industry and trading.</p> <p><u>Website:</u> https://ayloul.org/</p> <p><u>CEO:</u> Nour Malli</p>	Office Manager & proposal writer (Volunteer)	<ul style="list-style-type: none"> • Maintaining organized records of programs, beneficiaries, and communications, while overseeing daily office operations such as scheduling, logistics, and supply management. • Supporting HR functions by onboarding volunteers, maintaining personnel files, and coordinating team meetings or trainings. • Assisting with financial tracking, managing petty cash, supporting procurement of project materials, and ensuring donor-compliant expense documentation. • Identifying grant opportunities and writing compelling proposals, concept notes, and donor reports in collaboration with program and finance teams. • Keeping a grants tracker updated, ensuring timely submissions and reporting, and developing fundraising materials such as newsletters or pitch decks. • Managing stakeholder communication by scheduling donor or partner meetings, preparing briefings, and organizing field visits or fundraising events. • Ensuring legal and donor compliance through well-maintained documentation and policy adherence, and safeguarding sensitive data such as beneficiary and donor records.
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20 Jun 2017 – 3 Mar 2021	Beirut, Lebanon	<p><u>Company name:</u> Cerviced Company Address: Justinien Street, Hamra, Beirut – Lebanon</p> <p><u>Website:</u> https://cerviced.com/officerentalin-lebanon/</p> <p><u>CEO:</u> Anthony Aour</p>	Administrative and Commercial Manager	<ul style="list-style-type: none"> • Planning and coordinating administrative tasks, including maintaining an organized filing and data archiving system. • Recruiting, onboarding, and training personnel in both sales and administrative roles. • Evaluating staff performance and offering coaching and support to enhance productivity and operational efficiency. • Facilitating smooth information flow across departments to ensure effective collaboration and business continuity. • Responding to client requests by preparing quotations, issuing invoices, and managing cash receipts. • Managing company schedules and deadlines to keep projects and operations on track.
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				<ul style="list-style-type: none"> • Setting up and attending meetings, providing necessary information and representing the company's services professionally. • Monitoring office inventory and handling procurement within budget constraints. • Tracking operational costs and assisting in budget preparation to ensure financial control. • Overseeing facility maintenance, liaising with service providers such as electricians and tradespersons. • Organizing and supervising additional office functions, including renovations and event planning. • Ensuring all operations comply with internal policies and legal regulations. • Staying informed on business trends and developments to support organizational growth. • Creating and executing sales campaigns aimed at attracting new clients and increasing visibility. • Developing and implementing sales strategies, including producing marketing content and video advertisements to promote services.
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15 Nov 2016 – 13 Jun 2017	Beirut, Lebanon	<p><u>Company Name:</u> Phoenician Capital offshore – Downtown, Beirut – Lebanon</p> <p><u>CEO:</u>John Khabbaz</p>	Administrative Manager	<ul style="list-style-type: none"> • Carrying out standard clerical tasks such as faxing, copying, mailing, and maintaining professional communication with clients. • Organizing and coordinating meeting schedules across various departments to ensure alignment and efficiency. • Responding to incoming communications, including phone calls and emails, and directing inquiries to the appropriate personnel. • Assisting in the review, filtering, and forwarding of internal and external communications to relevant departments. • Drafting and preparing written documents such as memos, business letters, and internal reports. • Supporting the planning and execution of both small- and large-scale events, and providing real-time assistance during their implementation. • Assisting with human resources activities, including payroll support and maintaining personnel databases. • Monitoring office supply levels and ensuring timely procurement of necessary equipment and materials. • Attending meetings with the CEO and maintaining strong, professional relationships with high-profile clients and key investors.
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				<ul style="list-style-type: none"> Ensuring that all office operations and procedures comply with internal policies and external regulations
10 Nov 2015– 10 Aug 2016	Beirut, Lebanon	<p><u>Company name:</u> Nymgo</p> <p><u>Company website:</u> www.nymgo.com</p> <p><u>CEO:</u> Omar Konsi</p>	Business Development Consultant	<ul style="list-style-type: none"> Identifying new business opportunities and market segments to expand the company's reach. Developing and following up on leads while proactively contacting potential customers. Creating and implementing effective sales strategies aligned with organizational goals. Conducting regular face-to-face meetings with existing clients to maintain strong relationships and identify upsell opportunities. Staying updated on industry trends, market dynamics, and competitor activities to inform strategy. Collaborating with internal teams to ensure sales goals and company objectives are aligned and collectively pursued. Generating detailed reports and providing marketing and sales performance analyses for management review. Conducting telesales, including closing deals over the phone with international clients. <p>Maintaining strong, ongoing relationships with key clients to encourage loyalty and repeat business.</p>
4 Oct 2014- 30 Oct 2015	Beirut, Lebanon	<p><u>Company name:</u> CDC SAL Downtown, Beirut – Lebanon</p> <p><u>Company website:</u> www.citydentalclinic.com</p> <p><u>CEO:</u> 5 dentists</p>	Dental Clinic Manager CDC	<ul style="list-style-type: none"> Creating a professional, welcoming environment and maintaining a positive attitude for faculty, staff, patients, and visitors. Overseeing routine administrative duties such as answering phones, handling incoming calls, and scheduling and confirming patient appointments. Addressing patient inquiries, concerns, and issues, and making appropriate referrals when necessary. Distributing and collecting patient satisfaction surveys, managing clinic forms, and maintaining, organizing, and purging patient records in compliance with confidentiality standards. Ensuring the protection of patient health information, handling release of information requests, and enforcing clinic policies and procedures. Managing appointment booking software, and maintaining digital radiography software and sensors, including preventive maintenance, troubleshooting, repairs, and updates.

			<ul style="list-style-type: none">• Overseeing the Dental Lab and Clinic activities including budgeting, accounting, payment posting, reconciliations, and reporting.• Assisting with the recruitment, hiring, scheduling, and supervision of work-study students, educational aides, and temporary support staff.• Building and maintaining strong communication and collaboration with community partners, private dental practices, and educational institutions.• Participating actively in departmental meetings and relevant college committees. <ul style="list-style-type: none">• Ensuring service excellence through courteous, informed, and professional interactions with all stakeholders.• Performing other duties as assigned to support clinic operations and enhance service delivery.
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15. Other Relevant information: Available upon request