

Mayssa Sheaib

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Career Objective

Seeking a position in a reputable organization, where I can enhance the department using my acquired skills, develop my own abilities, and collaborate with the team to achieve the company's objectives.

Employment

- Bliss Hall – General Assistant to the Owner – February 2025 – December 2025 (Beirut – Lebanon)
 - Support the owner in managing daily operations and client communications.
 - Staff coordination to ensure a smooth execution of all catering services.
 - Administration tasks like managing calendars, scheduling, handling correspondence, and booking travel.
 - Strategic tasks like preparing reports and presentations.
- Oxygen DSTC, Dubai – CEO Personal Assistant – October 2021 – April 2022
 - Managing an active calendar of appointments; completing expense reports; arranging detailed travel plans.
 - Ensured CEO's schedule is respected and coordinated with stakeholders.
 - Communicated directly with Board members, donors, and staff regarding CEO's initiatives.
 - Handled confidential and sensitive issues with discretion.
 - Acted as a 'barometer,' identifying issues in the environment and keeping the President updated.
- Arabia Insurance Company – Senior Life Representative (Individual Life) – October 2015 – June 2016
 - Reviewed applications for Life insurance to evaluate degree of risk.
 - Ensured documents are complete and authentic in line with company policy.
 - Handled applications and related processes in compliance with procedures.

- Reported irregularities to supervisors and ensured compliance with guidelines.
- Participated in training and development programs.
- Assisted in the training of new employees.
- Global Holidays – Travel and Tourism Company – August 2010 – January 2011
- Provided clerical and administrative support to HR Manager.
- Mentored employees through personal and professional issues.
- Maintained employee data and employment records.
- Middle East Airlines – Flight Attendant – October 2001 – July 2003
- Arabia Insurance Company – HR Assistant – November 1999 – October 2001
- Provided customer service to employees.
- Maintained computer systems by updating and entering data.
- Scheduled job interviews and assisted in the process.
- Prepared new employees' files.

Education

Bachelors in International Business Management – Lebanese International University

Languages

Arabic – Fluent

English – Fluent

French – Basic

Skills

- Project Management
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Excellent drafting/writing and communication skills
- Budgeting skills
- Research and analytical skills

- Administrative and organizational skills
- HR training and recruitment coordination
- Financial reporting

Courses & Certifications

Management and Leadership Skills Course – American University of Beirut (May 2025 – August 2025)