

Farah Harb

Address: Beirut, Lebanon
E-mail: farah.harb01@gmail.com
Mobile: +961-76175871
LinkedIn: www.linkedin.com/in/farah-harb1010

"MBA graduate with a background in Business and IT Management, experienced in administrative support and coordination. Eager to contribute to organizations by leveraging strong organizational, analytical, and communication skills".

Education:

❖ **Lebanese American University (LAU), Beirut, Lebanon**

Master's in Business Administration (MBA) | Sept 2023 – May 2025 | GPA: 3.86/4.0

❖ **Lebanese American University (LAU), Beirut, Lebanon**

Bachelor of Science in Business Studies – Information Technology Management (ITM)
Sep 2020 – May 2023 | GPA: 3.82/4.0 | LAU Honor's Program Alumni

Professional Experience:

➤ **New Metrics – Beirut, Lebanon**

- *Bid and Admin Officer* | Sep 2025 – Present

- Created a tracking sheet for Portals and RFPs, improving visibility and follow-up efficiency across all active markets (KSA, UAE, & Oman).
- Accelerated bid readiness by completing and maintaining accurate vendor/client portal registrations, ensuring all required documents (CR, VAT, licenses) were continuously updated and compliant.
- Reduced risk of missed opportunities & deadlines by proactively monitoring client portals daily, identifying new tenders and RFPs across multiple regions.
- Strengthened bid quality by supporting timely and accurate submissions, including uploads of finalized bid documents and coordination on complex submission steps.
- Enhanced operational efficiency by maintaining structured logs of portal credentials, renewals, and document expiry dates, preventing compliance lapses.

➤ **Medecins Sans Frontieres – Beirut, Lebanon**

- *Consultant* | Dec 2022 - Jan 2023

MSF offered a consultancy contract following successful completion of the Support Services internship, based on strong performance and valuable contributions during the internship period.

- *Support Services Intern* | Sep 2022 – Nov 2022

- Assisted finance activities by organizing, scanning, and filing documents to ensure audit preparedness and compliance.
- Coordinated travel arrangements for staff, including booking flights, accommodation, and transportation in collaboration with HR.
- Procured supplies and equipment across departments, managing vendor communications, collecting and summarizing quotations for managerial approval.
- Created and maintained an inventory database to monitor office assets and supplies, ensuring availability of laptops, phones, and equipment for new staff.
- Planned and organized events, trips, and conferences hosted by MSF in Lebanon, facilitating smooth logistics and coordination.
- Supported general administrative duties contributing to efficient office operations and interdepartmental coordination.

➤ **MMA Group – Beirut, Lebanon**

- *Administrator* | Jun 2022 – Aug 2022

- Maintained accurate data records using an Enterprise Resource Planning (ERP) system, ensuring up-to-date tracking of shipments and inventory.
- Assisted in preparing quotations and managing communications with customers.
- Coordinated delivery orders and collaborated with warehouse staff to ensure timely fulfillment.
- Communicated regularly with international warehouse managers to arrange logistics.
- Supported administrative processes and maintained organized documentation for smooth operations.

Volunteer Work & Extra-Curricular Activities

➤ ***Coordinator at MMKN Organization | Feb 2023 - May 2023***

Volunteered with MMKN a democratic, non-sectarian, non-profit organization, which aims to disseminate knowledge, culture, and social awareness among the various Lebanese communities.

➤ ***Data Visualization Competition Participant at LAU | Nov 2022***

Participated in a student-industry competition, generating insights and recommendations using data analytics tools such as Tableau.

➤ ***Volunteer Dais member at the following conferences:***

Contributed to the success of the following events: 1st (2019) and 2nd (2020) Hassan Kassir Model United Nations - MUN, 10th LAU Model Arab League - MAL (2021), LAU Global Classrooms International MUN (2021), 11th LAU MAL (2022), and 12th LAU MAL (2023).

➤ ***“Young Leaders Program” Participant: ESA Business School & Saradar Bank | July 2022***

Explored fundamental concepts in Fin-Tech, AI, blockchain, digital currencies, public speaking, web development, sales, and banking through virtual workshops and research.

➤ ***“Youth Program NxL – Next Level by L'Oreal & Nestle” Participant | June 2022***

Developed essential business skills in digital acceleration, personal branding, financial literacy, and design thinking to support the transition from education to employment.

➤ ***“Applied Freight Forwarding” Course Certificate — Udemey | May 2022***

Learned key logistics concepts and terminology across air, sea, and land cargo transport.

➤ ***Volunteer Trainer at LAU Model Arab League | Oct 2020 – Feb 2021***

Delivered online sessions to provide leadership training for Arab youth by discussing social, economic, and political issues in the Arab world.

➤ ***Volunteer Trainer at Hassan Kassir Model United Nations Summer Club | June – July 2019***

Trained high school students in Model United Nations procedures and helped build leadership, research, negotiation, and public speaking skills.

Awards

- ***Position Paper Award*** in 13th LAU Model United Nations Program (2018) during the ICRC committee conference discussing “Providing Healthcare Services for Victims of Armed Conflicts”.
- ***Secretary General Award*** in 8th LAU Model Arab League Program (2019) during the conference of the Committee for Economic Issues discussing the “Jordanian Economic Crisis of 2017”.
- ***Diplomacy Award*** in LAU International Model United Nations Program held in New York, USA (2019) during the ICRC committee conference discussing “Ensuring Human Rights for Detainees”.

Skills:

Soft Skills:

- Excellent verbal and written communication skills in English and Arabic.
- Strong organizational, coordination, and administrative support skills.
- Detail oriented with effective planning and coordination.
- Proven ability to work under pressure and manage multiple priorities simultaneously.
- Strong teamwork and interpersonal skills.

Technical Skills:

- Microsoft Office Suite (Word, Excel, Power Point, and Access)
- Visual Basic
- SQL Server
- Tableau
- Power BI
- Looker Studio
- SAP ERP & CRM
- SPSS.

Languages:

Arabic (Native Speaker) and English (Fluent writing and speaking)