

Fatima Cheaito

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PROFILE

A highly motivated graduate with an academic foundation in International Business and Finance, currently pursuing an MBA to deepen my strategic and analytical capabilities. My studies have equipped me with a comprehensive understanding of international trade, cross-border investments, financial markets, and global business strategies.

EDUCATION

Master's in Business Administration (MBA)

Lebanese American University (LAU) – [Expected Graduation: 2026]

Bachelor of Science with a concentration in International Business

Lebanese American University (LAU) – [2019 – 2022]

Lebanese Official Bachelorette

Eastwood International School – [2006 – 2019]

PROFESSIONAL EXPERIENCE

Mergers & Acquisitions Consultant

Valsoft Corporation [June 2022 – July 2024]

- Supported the M&A team by organizing and maintaining client databases, ensuring data accuracy using tools like Salesforce and Apollo
- Conducted detailed market research to identify attractive sectors and potential acquisition targets, with a focus on niche software industries
- Utilized LinkedIn Sales Navigator to identify high-potential leads and initiate targeted outreach campaigns
- Worked closely with the Account Executive to schedule meetings with qualified prospects and align on strategic outreach efforts
- Facilitated communication between international teams, preparing and presenting progress reports during weekly calls
- Managed outreach processes, including personalized email campaigns, cold calling, and follow-ups to nurture leads
- Used Salesforce daily to track client interactions, update records, and support pipeline management
- Monitored and analyzed key metrics to assess the financial health and strategic value of acquisition prospects
- Coordinated internal and external meeting schedules while maintaining comprehensive records of client communications
- Provided exceptional administrative support, including documentation, task prioritization, and acting as a liaison between stakeholders

Human Resources Intern

DFK Fiduciaire Du Moyen Orient Beirut [March 2022 – May 2022]

- Coordinating interview schedules between candidates and hiring managers, ensuring smooth communication and timely follow-ups
- Supporting employee engagement initiatives, including surveys, events, and internal communications
- Assisting with payroll preparation tasks by gathering attendance, leave, and other relevant employee data
- Contributing to the onboarding process by preparing welcome kits and ensuring a seamless new hire experience
- Helping track employee performance review cycles and maintaining related documentation
- Providing general administrative support to the HR team, including handling inquiries and organizing team meetings

Banking Intern

BDL Banque Du Liban [September 2021 – November 2021]

- Gained exposure to investment banking operations, including capital markets, mergers & acquisitions, and financial advisory services
- Assisted in wealth management tasks such as asset allocation strategies, portfolio reviews, and financial planning for high-net-worth clients
- Supported the risk management team by reviewing risk reports and learning about techniques for identifying, assessing, and mitigating financial risks
- Contributed to finance and accounting functions, including financial analysis, report preparation, and learning about central banking principles
- Attended internal workshops and seminars on monetary policy, regulatory frameworks, and the role of central banks in economic stability

SKILLS & PERSONAL

Tools Microsoft Office (Word, Excel, PowerPoint, Outlook), Salesforce, LinkedIn Sales Navigator

Languages Arabic(native), English (fluent), French (basic)

Interests Cryptocurrency Investor, including XRP, Bitcoin, Ethereum, and others