



Curriculum Vitae

PERSONAL INFORMATION:

- *Last name: Jobeily*
- *First name: Dana*
- *Place & Date of birth: 15/01/1990 Doha - QATAR*
- *Nationality: Lebanese*
- *Gender: Female*
- *Address: Beirut, Kaskas*
- *Tel: +961 76 838644*

OBJECTIVE:

- *Find a challenging position in my field and work in a professional and stimulating atmosphere, where I can properly invest my knowledge, skills and abilities.*

EDUCATION:

- *Bachelor's degree in Business Administration – Lebanese International University (LIU).*
- *2007-2008: Official Bachelor economic & sociology in "Zahiya Ayoub" high school.*

EXPERIENCES:

- *Personal Assistant to CEO & Bookfair coordinator Dar el feker el Lubnani publishers (April 2022-till present)*
- *Underwriter/Assistant Manager at AS-SAAD Insurance consultants (July 2015 – February 2022)*
- *HR officer/Administrative assistant at SO Pure co company (May 2012-May 2015)*

- *HR Officer at “Royal Insurance Consultants” (September 2009-April 2012)*
- *HR Officer at Catrens Rent Car (October 2008 – March 2009)*
- *Administrative Assistant at Agency Jbaily of travel & tourism-training (June 2008-September 2008)*

LANGUAGES:

- *Arabic: spoken & written (excellent)*
- *English: spoken & written (excellent)*
- *French: spoken & written (Fair)*

COMPUTER SKILLS:

- *Microsoft Word*
- *Microsoft Excel*
- *World Spain.*
- *Dolphin System*
- *Power Point*
- *Amadeus*
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DUTIES & ACCOMPLISHMENTS

- **Provide administrative and executive support to the CEO.**
- **Manage book fair logistics, including booth setup, book selection, transportation, and inventory control.**
- **Provide administrative and executive support to the CEO.**
- **Plan, organize, and supervise participation in local and international book fairs.**
- **Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive**
- **Booking and arranging travel, transport and accommodation**
- **Organizing events and conferences**
- **Reminding the manager/executive of important tasks and deadlines**

- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- implementing and maintaining procedures/administrative systems
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
 - Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed

SKILLS AND PERSONAL INFORMATION:

Personal skills:

- *Very sociable, flexible, persuasive and great communication skills as well as eager to succeed*
- *Ability to work in a team*
- *Can work under stress and multitasking environment*

Personal interests:

- *Reading, traveling, sport.*