

Maram Hassan Ozeir

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Summary

Motivated and detail-oriented Business Management graduate from Saint Joseph University of Beirut with a strong interest in managerial and administrative roles. Skilled in communication, team coordination, problem-solving, and organizational management within fast-paced professional environments. Demonstrates adaptability, leadership potential, and a proactive mindset, with the ability to handle responsibilities efficiently and contribute to achieving business objectives. Eager to grow within a dynamic company and develop strong expertise in management, operations, and strategic decision-making.

Experience

Administrative Assistant Intern - October- November 2025

Sahel General Hospital, Beirut, Lebanon

- Assisted with daily administrative operations, including data entry, filing, and document organization
- Maintained and updated records while ensuring accurate administrative documentation
- Supported office workflow through effective organization and coordination of administrative tasks

Education

Bachelor of Business Administration in Management 2022- 2025

Saint Joseph University – Beirut, Lebanon

Certifications & Training

Erasmus Event - USJ – 2025

- Attended a panel discussion with entrepreneurs and social enterprise leaders focused on innovation, leadership, and business growth
- Expanded professional network through interactions with founders, entrepreneurs, and industry experts
- Developed deeper understanding of entrepreneurship and social impact business models

Skills & Expertise

- Administrative Support
- Data Entry & Record Management
- Microsoft Office (Word, Excel, PowerPoint)
- Client & Team Coordination

Languages

Arabic: Native | **English:** Professional | **French:** Fluent