



Rindala Bejjani

Senior Project Manager

Project Manager with over 10 years of experience in the digital communication industry with demonstrated capabilities in planning and scheduling, project coordination, operations streamlining as well as business development. Skilled at building relationships with diverse teams to achieve specific business objectives. Passionate towards producing innovative results. Instrumental in improving productivity levels by executing effective strategies. Committed for the success of the organization.

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📍 Beit Chabab, Lebanon

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WORK EXPERIENCE

Senior Project Manager CRE8MANIA

11/2015 – Present

Mtayleb, Lebanon

Achievements/Tasks

- Direct various projects from inception to completion.
- Assign objectives to the production team, prepare schedule on weekly basis, and make sure all operations are completed in line with predefined requirements.
- Provide a leadership role to rationalize the activities to the production team, as well as implement the scope of work.
- Deal with account management by leveraging strong communication skills.
- Administer team performance, formulate accurate project status reports, and ensure compliance of requirements with budget/timeframe.
- Assess the financial performance of the company and identify areas of cost reduction.

Project Manager CRE8MANIA

11/2012 – 11/2015

Mtayleb, Lebanon

Achievements/Tasks

- Utilized knowledge to successfully streamline project scope, objectives, milestones, and deliverables.
- Managed and ensured the availability of resources, selected appropriate teams as per work objectives, allocated tasks.
- Evaluated project performance by liaising with the production team, key account managers, and suppliers.
- Prepared the yearly profitability study segmented by project and by service.

Business Development Executive CRE8MANIA

11/2009 – 11/2012

Achievements/Tasks

- Delivered business solutions for received RFPs, led key accounts and nurtured relationships with existing and new clients.
- Expanded the B2B network locally and in the MENA region, as well as discovered new business opportunities that fostered long term relationships.
- Introduced new innovative services to prospective clients.

Training BYBLOS BANK

08/2002 – 08/2002

Elyssar, Lebanon

Achievements/Tasks

- Conducted training in the loan, credit card, and account departments.
- Processed account setup and administered credit card applications.

SKILLS

Strategic Planning

Time Management

Teamwork

Leadership

Quality Assurance

Problem Solving

TECHNICAL SKILLS

Project Management

Microsoft Project, TeamGantt, QDPM

CMS

Drupal, WordPress, Shopify, Prestashop

Email Marketing

Mailchimp

Google

G Suite, Analytics

CERTIFICATES

Project Management Professional (PMP)
(11/2014 – 11/2023)

Project Management Institute (PMI)

EDUCATION

Master of Arts in Banking and Finance

Université Saint Joseph (USJ)

2004 – 2006

Bachelor of Arts in Economics

Université Saint Joseph (USJ)

2001 – 2004

French Baccalaureate (Experimental Sciences)

Frères Maristes Champville College

2000 – 2001

VOLUNTEER EXPERIENCE

Quête de Noël

Scouts du Liban (Beit Chabab)

12/2007 – Present