

Nathalie DIB, 25 years, Single

Adress: Beirut, Tallet El Khayat, El Mama road, Al Farah Building, fourth floor

Mobile: +961 76860880 Telephone: 00961-703 564

Email: nat.dib92@hotmail.com

Nationality: Palestinian Lebanese

Date of Birth: 21/03/1992

EXPERIENCES

2017-ongoing: Office Manager at Cerviced

2016-2017: Administrative Assistant for founder of Phoenician Capital New York. (Offshore)

2015-2016 Business Consultant at Nymgo Splendor Telecom.

2014-2015: Head receptionist /manager at City Dental Clinic, Cashier, Schedules organizing, Customer service, Bank deposits, Getting Cheque books.

2009-2011 Event organizer in Saudi Arabia (Riyadh): Private parties, Cocktail Parties, Baby showers...

EDUCATION

2011-2014 American University of Science and Technology

3 years of graphic design

1995-2011 Lycee francais de Riyadh (Efir) French school (BAC ES)

SKILLS

Microsoft Office (Excel, Word, Power point)

Internet

Denpro 2004

Salesforce

Excellent Communication skills

LANGUAGES

French, English, Arabic (Perfect Listening, Reading, Writing)

INTERESTS AND LEISURE ACTIVITIES

Attending Conferences, taking part of debates, Trips, Music, Sports, singing...