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| --- | --- |
| Address: Lebanon, |  |
| Baykout, Challita Building | Mobile : 00961 3 928534 |
|  | Email address : diana.challita@gmail.com |

**Diana Hanna Challita**

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| Education |

* **Bachelor of Arts Degree (2004- 2008) – Notre Dame University (NDU)** Communication of Arts Radio/ Television
* **Freshmen (2002-2003) – Notre Dame University (NDU)**
* **International School of Rahima Academy Dammam - KSA**Certificate of Academic Honor Roll Grade 12

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| Work Experience |

**Hussain T. Al Dossary ESt. KSA**

**Title: Office Manager (October 2013 – June 2015)**

* Handling the below:
* Elaborate, Maintain & Ensure the internal application of policies & procedures
* Assist staff in their enquiries & problems
* Elaborate tools to help motivate staff to improve their productivity and enhance the quality of work
* Responsible of all administrative tasks
* Initiate & Plan yearly budget
* Assist CEO in all related tasks

**American University of Science and Technology**

**Registration and Record Department (Achrafieh)**

**Title: Administrative Assistant (August 2011 – September 2013)**

Authority to give transcript for undergraduate and graduate students

* Scheduling the exams dates for the entire university
* Registering and guiding students for every semester
* Dropping or adding courses per semester
* Handling course offering for the entire university
* Meeting with the deans, chair persons, doctors
* Scheduling the exams dates for the entire university

**Registration and Record department**

* Entering the course offering for freshman students
* Responsible for registering freshman Students
* Responsible for late registration
* Guiding students during their freshman year

**Sheraton Dammam Hotels & Towers**

**Title: Sales and Marketing Executive (March 2009 – January 2011)**

* Handling the below:
* Sales calls for big companies
* Attending Exhibitions for women events
* Weekly out going sales
* Responsible for every old and new members
* Responsible for every complain or concurrent for members
* Recently in charge for the staff and all their responsibilities
* Recently Responsible for opening meetings
* Recently in charge of recruiting new staff

**Radio Scope Station, Beirut**

**Title: Morning Show Assistant Manager (February 2007– Sept 2008)**

* Handling the below:
* Preparing the news
* Gathering data for the Morning show
* Following up on the Advertisements of the show
* Finalizing deals with new sponsors
* Directing a new show:
* Arranging Events with Santa Prairie
* Hunting Singers, Dancers, DJs
* Arranging deals with Magazines (Al Jaras)
* Getting sponsors (Red bull, Kent)

**Le Cardinal Restaurant (Zouk Mosbeh)**

**Title: Floor Manager (May 2004 – December 2006)**

* Handling the below:
* Taking care of the floor
* Scheduling employees
* Handling cash
* Ordering food from the warehouse
* Taking care of guest
* Host Customers
* Make Reservations
* Checking Tables

Personal Skills

* Works under pressure
* Good time management
* Detail oriented
* Team worker
* Taste for creativity

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| Computer Skills |

Oracle program; Microsoft; Word; Excel; Editing

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| Languages |

Arabic Native Language

English spoken fluently, Written well

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| Interests |

Music; Movies; Writing; Reading; Skiing

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| References |

**Mr. Hussain Tamer Al Dossary**

**General Manager& Owner**

Email: [htdaldossary@gmail.com](mailto:htdaldossary@gmail.com)

**Mr. Edward Mazloum**

**Head of Registration Department**

American University of Science and Technology

Telephone: 01-218716

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**Mr. Roger Haykal**

**Human Recourses Manager**

American University of Science and Technology

Telephone: 01-218716

Email: [rhaykal@aust.edu.lb](mailto:rhaykal@aust.edu.lb)

**Mr. Cezar Chahine**

**Owner/Manager**

Le Cardinal Restaurant

Phone: 71-764664

Email: N/A