

# Rita Gharib

Jal El Dib, Lebanon  
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## Personal Information

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Date of birth: 22/10/1989  
Nationality: Lebanese  
Marital Status: Single

## Personal Statement

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Seeking for a challenging career with a progressive company that provides opportunities for advancement in the business field.

## Employment History

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### International Business Development and Marketing, Electronic Spaces, Dubai/Beirut

*(August 2015 – Present)*

Achievements and responsibilities:

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- Prospect international operators and develop plans for each country
- Use knowledge of the market and competitors to scale up
- Identify and develop the company's unique selling propositions and differentiators
- Identify opportunities for campaigns, services and distribution channels that will lead to an increase in sales
- Seek new distributors local and international
- Develop go-to-market strategies in local and international markets
- Product full training for new staff, agents and distributors
- Manage company's social media campaigns and strategies

### Junior ERP Support, MTV Lebanon/Studiovision, Naccache

*(January 2013 – July 2015)*

Achievements and responsibilities:

**Oracle, JD Edwards EnterpriseOne**

- Training end users on production, inventories, fleet, promotion, graphics, assets and archive modules
- Data entry: Invoices, purchases requests, perdiems, etc...
- Programs, production and promotions budget entry and training
- JDE user manual execution
- Day to day full support for all users; production, fleet, inventories, promotion, graphics, assets and archive (PS: customized modules for MTV)

## **Operation Officer, MTV Lebanon/Studiovision, Naccache**

*(November 2009 – July 2015)*

Achievements and responsibilities:

- “ScheduAll” end users training; Software for broadcast and transmission scheduling solutions
- Employees schedule booking on ScheduAll
- Procedures/web application creation for improving work flow and communication between departments
- Managing: cisco costs + employees fingerprint
- In charge of extra projects such as surveys (internal and external) and statistics

## **Education**

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### **Lebanese University, Faculty Of Documentation & Journalism, Fanar**

*(October 2007 – June 2010)*

Bachelor degree in Public Relations & Advertising

### **École Val Père Jacques, Bkennaya**

*(September 1998 – June 2007)*

Lebanese baccalaureate: Economic sciences

## **Key Skills**

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- Proficiency in Microsoft Office: Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal (Arabic, English and French)
- Internet proficiency (Internet explorer – google – Firefox – Etc )
- Presentations

## **Hobbies & Interests**

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- Muay Thai and boxing amateur
- Photography amateur
- Social media researches
- Fashion and trends

## **References**

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References are available upon request.