

Curriculum Vitae

Personal Information

Name: Cynthia Moubayed

Address: Lebanon, Beirut, Ein El Rihane, Street 24, Bldg Walid Njeim, First Floor

Phone : +961-70308248

E-mail: Moubayed21@gmail.com

Place of birth: Lebanon, Zouk Mosbeh

Date of birth: 04/03/1995

Marital status: Single

Education

2018- Present

Lebanese University Faculty of Law and Political Science - Jal El Dib

Master 2 in Private Law – Research

2016- 2018

Lebanese University Faculty of Law and Political Science - Jal El Dib

Master 1 in Law – Research

2013-2016

Lebanese University Faculty of Law and Political Science - Jal El Dib

BA in Law– 2016

GPA 11.31

2015-2016

Special Tribunal for Lebanon

Certificate in International Criminal Law and Procedure

1997-2012

Les filles de la Charité School- Zouk Mikael

- Middle School certificate – 2009
(13.78 GPA)
- High School Certificate, Sociology and economics – 2012
(13.82 GPA)

Work Experience

2018-Present

Kids Theater- Lola
Actor and Dancer

2018-Present

Mideast Assistance International S.A.L
HR officer

- Supervise employee's attendance
- Maintaining and updating the employee files
- Update employee list
- Managing daily human capital procedure: attendance, punctuality, vacation requests
- Executing any job related task requested by the quality manager related to HR
- Ensuring the application of all the quality requirements related to HR
- Ensuring proper communication with top management and all departments to maintain suitable work environment.

2017- Present

Mideast Assistance International S.A.L
Sales & technical support

- Manage activation of new agents on the B2B.
- Issue new travel policies on the B2B for direct customers.
- Support all technical requests received from the agents: modification and cancellation of issued policies, issuing group policies, activation of users, etc...
- Manage all the insurance portfolio on Softmind system (life insurance, Motor all risk and third party, compulsory, shelter, marine, etc.)
- Reporting and statistics: Monthly sales report.

2016- Present

Private tutor for primary and intermediate level
(Arabic, geography, Civism)

2015-Present

Owner at Dreamland Animation Group & Events
Birthday Animation

2015-Present

Mideast Assistance International S.A.L
Administrative Assistant

- Manage the travel schedule of the CEO: Coordinate travel arrangements, prepare itineraries, maintain travel vouchers and records.

- Computer Data Protection
- Renewal and archiving of contracts
- Schedule meetings for the management and arrange conference rooms.
- Coordinate committees and prepare all minutes of meetings.
- Transmit management directives, instructions to all departments.
- Greet and receive visitors (Book their flights & accommodations).
- Organize events and other activities (dinner, lunch...).
- Provide the management staff with administrative duties, including scheduling, writing correspondence, emailing, routing callers...

Languages

Arabic, French and English (Fluently spoken, read and written)
Italian (Beginner)

Computer skills

MS excel, MS word, MS access, MS Visio, MS Power Point