RANIA TIMANI EID

📍 Choueifat, Lebanon | 📞 +961 03 807997 | ✉️ raniatimanieid@gmail.com

August 5, 2026

Administration / Human Resources Department
Beirut Annunciation College
Beirut, Lebanon

> **Subject: Application for Administrative, Registrar, and Academic Coordination Positions**

Dear Recruitment Team,

I am writing to express my strong interest in joining the administrative team at Beirut Annunciation College in roles such as **Registrar, Admissions & Student Records Officer, Academic Coordinator, or Educational Administrator**. Holding a Master of Education in Educational Management along with seventeen years of dedicated administrative and operational experience at Le Lycée Social, I am eager to apply my qualifications to support your school's daily administrative efficiency.

Throughout my 17-year career in school administration, my core responsibilities centered on structured administrative and record-keeping operations:

- **Student Records & Registrar Duties:** Managing student files, updating academic and administrative documentation, and ensuring accurate record-keeping with high confidentiality.
- **School Operations & Coordination:** Supporting daily administrative workflows, coordinating school procedures, and organizing administrative databases.
- **Trilingual Communication:** Handling professional written and verbal communication with parents, administrative staff, and school leadership in English, French, and Arabic.

My Master’s degree in Educational Management provided me with specialized training in institutional administration, operational planning, and educational organization. Following the permanent closure of Le Lycée Social, I am seeking an administrative position where I can apply my experience, meticulous attention to detail, and administrative reliability to benefit Beirut Annunciation College.

I am dependable, highly organized, and fully prepared to support your administration's daily operations. Thank you for your time and consideration, and I look forward to the opportunity to discuss my application with you in an interview.

Sincerely,

Rania Timani Eid