

Yumna Meraashli

Executive Assistant



W o r k

E x p e r i e n c e



P r o f i l e

Am seeking a decent position at a well-established organization with a stable environment where my skills can make a positive contribution and add value.



C o n t a c t

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S k i l l s

Excellent skills operating software packages such as:
Microsoft Windows
Microsoft Office
Internet Search
Photoshop, Illustrator, and InDesign.

Executive Assistant Millennium Development International Company

2016 - present

Performs administrative duties for executive management

- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, and teleconferences.
- Completes projects by assigning work to clerical staff; following up on results

Cash management: Preparation of office cash movement sheets in excel

- Payment relations: Coordinating with supplier regarding the receipt of payment.
- Keeping Accounts files up to date.
- Messenger time management including record of payments and dues.
- Office supply management and consumables (ordering and chasing delivery of office supplies and payment)

Executive Assistant Millennium Development SAL Company

2010 - 2016

Performs administrative duties for executive management

- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, and teleconferences.
- Completes projects by assigning work to clerical staff; following up on results

Administrative Assistant Millennium Development SAL Company

2007 - 2010

- Assist staff with administrative duties as requested.
- Preparing and editing correspondence, reports, and presentations.
- Assist with completion of necessary statistical reports as requested.
- Type and word process documents as needed.
- Order office supplies and monitor inventory.
- Produce mailing labels and reports as requested.
- Assist with various program operations as requested as responsibilities permit.
- Other duties as assigned.

In addition to my knowledge in graphic design, I managed to:

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
- Determine size and arrangement of illustrative material and copy, and select style and size of type.
- Mark up, paste, and assemble final layouts to prepare layouts for printer.
- Review final layouts and suggest improvements as needed.
- Updating company profile as may be requested.

Operator Millennium Development SAL Company

Jan 2007 – May 2007

- Answer telephones and transfer to appropriate staff member, meet and greet clients and visitors.



— E d u c a t i o n —

Graphic Design
Business Administration

International Online Purchasing Manager Assistant (IT Manager Assistant) Compo Computer Hardware Company

2004 - 2006

- Creating and send emails by every new arrival materials
- Search on the internet for dealers
- Data entry. (Enter every hardware part code and price into an appropriate software)

Helping in Sales Department

- Saleswoman (Coordinate company staff to accomplish the work required to close sales)

Sales Supervisor Arena DVD

2000 – 2004

- Present and sell company products and services to current and potential clients.
- Follow up on new leads and referrals resulting from field activity.
- Establish and maintain current client and potential client relationships.
- Identify and resolve client concerns.
- Coordinate company staff to accomplish the work required to close sales.
- Develop and implement special sales activities to reduce stock.