

Sabrine Iskandarani

Beirut, Lebanon
Mobile: 9613818751

Email: sabrine-iskandarani@hotmail.com
Sabrina.isk91@gmail.com

PROFESSIONAL PROFILE

- *A versatile and results-oriented professional who specializes in communication Arts-Journalism*
- *Can work in any field related to communication, administrative, Customer service and operation.*
- *Possesses excellent interpersonal skills and the ability to communicate and negotiate concisely and articulately at all levels*
- *Attentive to detail with a practical approach to problem solving and the organization required to ensure that deadlines, budgets and objectives are achieved*
- *Enjoys being part of a successful and productive team and thrives in highly pressurized and challenging working environments*

OBJECTIVE

Currently looking for a new and challenging position, one which will make best use of existing skills and experience acquired in privately owned companies and government sector while enabling further personal and professional development.

CAREER SUMMARY

2022

June-present **Marketing director assistant and Event Coordinator**
SADCO/Lundbeck & Menarini

- Support the marketing department by scheduling and organizing local meetings and events to host our target doctors for each medical brand (conferences, meetings, training, product launching ...)
- Events Planning and execution as requested by the marketing manager
- Arrange international events and projects to help target doctors attend reputable medical congresses world wide
- Travel arrange for doctors and medical representative teams for attending international congress
- Make deals with hotels and restaurants for events and conferences
- Verify input and output invoices related to expenditures
- Manage marketing and promotional material design and finish

- Prepare all reports related to sales as required by the marketing manager/med rep supervisor.
- Complete sample reports with all of their governmental records needed
- Keep keen eye on budgets and expenditure for the activities of all medical lines in the company
- Prepare sample for patients and pharmacies.

2019-2022

May-May

**Administrative and operation officer/
K&A Machmouchi pharmaholding/ pharmanet**

- Invoicing and preparing orders
 - Follow up with salesmen, pharmacies, warehouse, return department..
 - Customer service
 - Follow up with drugstore for cash and checks collection
 - Administrative work
 - CEO assistant (set appointments, filling, travel arranging...)
 - Assist HR department (contract signing and resignation, monitor employees work schedule)
 - Preparing office supplies purchasing orders
 - Monitoring office boy and tracking his daily trips
 - Coordinating with the cleaning company
 - Filing the regulatory department documents
 - Archiving all documents (shipments, MOH, bank approval..)
 - Following up operation manager's email
 - Prepare files (excel, invoices, pre-approval forms) for MOH and banks
 - Prepare shipping documents and send it to freight forwarder
 - Changing item prices on system
 - Preparing documents for order of medicine and pharmacists
-

2011-2015

May-February

Freelance writer/Saida tv website

- Reports, articles, news editing (arabic language)

2011

December-April Assistant Manager/Investments Consultants Int. s.a.l

- Working for a local investment company as assistant manager

VOLUNTARY WORK

Present private lessons

Summer 2010 Kids Supervisor/ Kids Club

- Event organizing, group supervisor

EDUCATION AND QUALIFICATIONS

2010-2013

Lebanese International BA in communication Arts-Journalism
University/LIU

2009

Lebanese University 1st year Journalism

2007

American Language Center English Language Courses

FURTHER SKILLS

Computer Skills:

- Microsoft Office (Excel, word, PowerPoint, others)

Personal Skills:

- Communication
- Ability to work under pressure
- Self-motivation
- Teamwork
- Critical thinking
- Hardworking

Languages :

- Arabic : Mother tongue (Excellent)
- English : written and spoken (good)
- French : written and spoken (good)
- Italian: written and spoken (fair)

INTERESTS AND ACTIVITIES

Socializing with friends and family, watching tv (movies, entertainment shows, european football games) and I enjoy baking desserts.

REFERENCES ARE AVAILABLE ON REQUEST