

M O N A T A H E R A S A B B A G H

Lebanon | Dawhet Aaramoun | 96170062918 | m o n a . t a h e r a @ g m a i l . c o m

Lebanese Nationality | Married | Birth Date : 17 Sep 1986

Skills Profile

- Excellent computer skills: MS Word, Excel, PowerPoint, Outlook, Internet Browsing, LAN, Adobe Acrobat, Powtoon 2 D animation, Filmora, Canva, KPI reports, Pivot Tables, CRM, Data Entry Software.
- Languages: Arabic & English: Fluent
French & Russian: Common Knowledge

Education

BA Degree in Clinical Psychology, Lebanese University - Graduated 2008

Clinical Training – Psychotherapy & Consultation - 2014 - Ongoing

Interests

Sports, Dancing, Music, Painting

Employment History

Senior Project Support Officer (Temporary Contract) 3-2019 till 7-2019

Ramco Water Management Project – Maten Highway Lebanon

Main Tasks Included:

- Carrying out internal audits & Spot check on all departments to implement the new company policy.
- Perform regular reviews and updated on the operational policies and procedures.
- Handle, review and analyze different operational data.
- Consolidate, update and train staff on various K.P.I files for different departments.
- Assist the project manager on various matters related to contract implementation and payment certificates.
- Attend meetings to follow up on pending issues.
- Update the logs and train administrative staff to comply with policies.
- Reply to various letters.
- Consolidate and create modifications on various monthly reports.

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Office Coordinator – 1-2018 till 2-2019

MyOffice & Review Properties –Beirut, Hamra Lebanon

- Use various tools to create advertising materials & publish them on all online venues.(animated videos & posters).
- Follow up with any potential clients to close the deal on weekly basis.
- Create schedules of visits for brokers to meet clients on the ground and showcase the property.
- Content creation for all social media & various web portals e.g. promotional material, seasonal greetings, respond to client
- Inquiries, add and modify properties on My-Crm online properties software.
- Handle petty cash, monthly expenses sheets, and incoming payments, create invoices & receipts for clients, payroll, bank
- Deposits, follow up on due payments for tenants.
- Keep upper management appointments and handle appointments.
- Follow up and handle all internal office requests, maintenance & supplies.
- Handle legal documents internally & with external parties, and create contracts for the serviced & virtual offices tenants.
- Search for potential clients and create offers as needed by clients.
- Take care of all the tenants' issues as they come up, requests, meeting room reservation, problems, special instructions

Projects Coordinator – 6-2017 Till 11-2017

A.R. Jubaili & co – Beirut Lebanon

- Update projects progress on a daily basis
- Create schedules of installation for all projects
- Coordinate installation teams on sites
- Follow up for all materials and fabrication of needed materials for projects
- Hold meetings with the Projects department to coordinate works on sites.
- Update the managing director daily of all ongoing and pending issues on sites.
- Inform accounting of progress for invoicing to clients
- Perform site visits to follow up, check, and hand over the project to the client.
- Submit tender documents, follow up and resolve problems with clients
- Negotiation meetings with potential clients for future projects
- Procurement for materials needed to complete projects.

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Documents Controller / Coordinator (Contract) 9-2014 till 6-2017

Verdun Mall – ABC Group – Verdun Beirut – ABC Mall Verdun

- Maintain all documents related to the construction process on site – hard and soft copy
- Keep updated detailed logs of all correspondence, submittals, and documents delivered from and to the site
- Prepare the internal monthly report for the stakeholders
- Stay up to date with the tendering process and nominations of subcontractors
- Assist the PM and client rep. in various matters as required

Head Document Controller / Assistant to Project Manager (Contract) 2-2011 till 9-2014

Rizzani Deecher -Matta (JV) – Jnah - Summerland Hotel & Result

- Issue, follow up and Log all incoming and outgoing correspondences
- Send & receive all submittals to all project parties as well as archive them (Soft & Hard Copies)
- Assembling the Project Monthly Report
- Upkeep of all consumables and office furniture for all project offices
- Liaised with head office admin departments (back office in Lebanon & Italy)
- Managed administrative tasks for project staff
- Handled bookings, reservations and company events

Additional Experience

- Retail Branch Manager (2 Years' Experience)
- Event's organizer, worked on 4 projects since 2015 till now
- Bands & musicians Booking Agent
- Consultation
- Social media page creation & modification, Websites (word Press)