

Pamela Azar

Mansourieh, Lebanon

Pamela.azar@hotmail.com

+961 70 817 667

Work Experience

Executive Assistant - Kleos

April 2019 - Present

Tasks:

- Prepare financial statements, reports, invoice letters, purchase orders and other documents.
- Order supplies and manage a records database
- Record minutes from meetings
- Handle logistics
- Liaise with relevant organizations
- Arrange corporate events

Sales Executive - Advanced Car

June 2016 – October 2018

Tasks:

- Sell products and services in order to meet sales goals set by management
 - Complete rental transactions and agreements for customers
 - Maintain relationships with clients by providing constant support and information
 - Listen to customers' requirements and complaints and provide them with the adequate solutions
 - Communicate with customers and respond to their calls, quotations, and emails
- Perform individual and corporate leasing

Teller - BLC Bank SAL

August 2015 – May 2016

Tasks:

- Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals Cross-sells bank products by answering inquiries; informing customers of new services and product promotions
- Maintains customer confidence and protects bank operations by keeping information confidential
- Contributes to team effort by accomplishing related results as needed

Front Desk Administrator – Curves Gym

November 2013 – June 2015

Tasks:

- Greet guests
- Handle all incoming calls and answered the enquiries made.
- Resolve all customer complaints
- Filed Invoices, Service Contracts, Dealer Reports, and Receipts

Event Coordinator – Joy Events

March 2012 – February 2013

Tasks:

- Event planning, design and production while managing all project delivery elements within time limits
- Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.
- Specify staff requirements and coordinate their activities
- Cooperate with marketing and PR to promote and publicize event
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day

Hostess Supervisor - Ya Hala Agency

August 2009 – February 2012

Tasks:

- Supervise up to 7 hostesses
- Provide guests with information and answer any initial question
- Provide quantitative reports
- Manage budget

Education

Bachelor in Public Relation and Advertising
Lebanese University – Beirut, Lebanon

October 2014 – June 2017

Marketing and Advertising (2 years)
Saint Joseph University – Beirut, Lebanon

September 2012 – June 2014

Other Skills

Skills: Team player, leadership skills, communication skills, used to work under pressure, multitasking.

Languages: Speaks, reads, and writes Arabic, English, and French fluently

Proficient skills: Outlook, Microsoft Office Excel, Word, & PowerPoint

References are available upon request