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**Career objective:**

Looking forward to building a career in your company and below you can find my work experience.

**Professional Experience:**

1-Executive Assistant at Elie Saab – from Aril 2017 till September 2019.

**Main duties:**

- \*Estimate and establish cost parameters and budget.
- \*Compare and evaluate offers from suppliers.
- \*Responsible for all travel arrangements (tickets, Visa and accommodation).
- \*Follow up and report to COO all Trademark issues related to Elie Saab Group (all branches).
- \*Report the travel expenses to the accounting department.
- \*Provide admin support to the company.
- \*Supervise the front desk and the office assistant.
- \*Follow up on insurance renewals, contracts with hotels and airlines.
- \*Organize and keep up-to-date employees' database.
- \*Set Per-diems for employees.
- \*Work in parallel with the HR department on updating policies.
- \*Arrange transportation allowance.

2-Sales Coordinator at SIMAC S.A.R.L – From April 2015 till April 2017.

**Main duties:**

- \*Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- \*Attend trade shows and exhibitions to stay up-to-date with the industry trends.
- \*Responding to complaints from customers and give after-sales support when requested.
- \*Responsible for communicating with clients, take inquiries and quote accordingly.
- \*Prepare all customs documents and coordinate with the shipping agencies on all orders and avoid any delays.
- \*Handle the processing of all orders with accuracy and timeliness.
- \*Track orders and ensure timely delivery.
- \*Maintain and update records of purchased products, delivery information and invoices.
- \*Collection of all due and new payments related to Electrical and Automation Department.
- \*Invoicing, deliveries and orders.
- \*Coordinate with suppliers on order status and datasheets for each item
- \*Assist the unit manager in job description and job posting.
- \*Assist with new employees hiring process.
- \*Arrange travel bookings (Visa, Hotel, accommodation and transfers)

### 3- Personal Assistant at SAMTEC S.A.R.L., from October 2012 till February 2015.

#### Main duties:

- \*Coordinate and maintain records for staff, office space.
- \*Ensure the relevant HR database is up to date.
- \*Prepare the reports related to the phone and transportation allowance.
- \*Update the personal records of all employees on a daily basis.
- \*Maintain a good relation between client and GM.
- \*Issue monthly payroll and overtime.
- \*Introducing the old/new policies to the employees.
- \*Carrying out basic clerical tasks such as typing correspondence, sending out emails and faxes, making copies and sorting the mails.
- \*Issue the annual leaves of each employee and report it to the Manager.
- \*Follow up on NSSF.
- \*Screen, interview, recruit new employees as per the available vacancies.
- \*Prepare the job description and job posting.
- \*Prepare work certificates and holiday calendar.
- \*Arrange all travel needs and meetings aboard.
- \*Prepare for exhibitions inside and outside Lebanon.

### 4-Administrative Assistant at Mezher Construction S.A.L, from December 2011 till September 2012.

#### Main Duties:

- \*Maintaining the office files, label, organize and respond to requests for files from their supervisors or other departments. Often maintain general office files including client, accounting and contract files. In addition to employee, applicant and payroll files.
- \*Follow up with customers
- \*Reply to all inquiries via e-mail or Fax.

#### **Characteristics:**

- \*Patient.
- \*Attentive.
- \*Self-confidence.
- \*Clear communication skills.
- \*Time management skills.
- \*Calming presence.
- \*Ability to work under stress and different shift duties.

#### **Qualifications:**

- \*Diploma in Leadership and Management from Shaw Academy.
- \*Human Resources.
- \*Two years Interior Design.

**Skills:**

- \*Microsoft office (word, excel, power point...)
- \*Internet browsing.
- \*Outlook.
- \*Back Office.
- \*Oracle.

**Hobbies and Interests:**

- \*Puzzles (crosswords).
- \*Traveling.
- \*Volunteer work.

**Languages:**

Fluency in:

- \*Arabic.
- \*English.