

Majed Zaher

Beirut, Lebanon

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PROFILE

Administrative professional with 4 years of experience in office management and customer care.

PROFESSIONAL EXPERIENCE

ASSISTANT HOUSING & OFFICE MANAGER

BL HARBERT INTERNATIONAL LLC – U.S. EMBASSY LEBANON

October 2018 – Present

- Formulate , prepare and write Memos , Official Letters and policies in coordination with the concerned Department
- Arrange cost effective purchase of office equipment's, stationary, consumables, etc. as per the requirement of the office and ensure its timely distribution.
- Maintain good working relationship with suppliers to ensure long-time commitment from them to give the company the best corporate rates.
- Liaise with Finance Department for invoices payments.
- Arrange for cafeteria services and office cleaning services.
- Maintain and file all office/administration documents. Ensure proper archiving.
- Monitor & track holidays and other leave days of all employees.
- Arrange for internal meetings, conferences, workshops and business events.
- Facilitate the best rates with hotels and airlines, making sure that it is within company's budget.

Translator (Freelancer)

- Translate online, video, and television media by providing subtitles
- Follow up with clients to ensure satisfaction and understanding
- Translate a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials

CUSTOMER CARE ADVISOR

KHOURY HOME - BEIRUT

January 2016 – September 2018

- Managed incoming calls and customer service inquiries
- Handled customer complaints, provided appropriate solutions
- Kept records of customer interactions, processed customer accounts and filed documents.

TELESALES AGENT

TELE-PERFORMANCE – FATTAL GROUP

February 2015 – January 2016

Education

- September 2015 till June 2019-B.A in Translation studies and Foreign Languages - American University of Science and Technology (With Honor)
- 2011 Till 2014 –Baccalaureate in Economics and Sociology

EXTRACURRICULAR ACTIVITIES

- Translator – Bayt Al Tarjama /Shaya for Translation Services
- Volunteer – Access 8 program in collaboration with the U.S. Embassy
- Volunteer –skoun Organization

LANGUAGES

- Fluent in English , Arabic , French and basics in Italian