



MARWA SERRIEH

PERSONAL PROFILE

Highly competent, motivated and enthusiastic with experience working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

PREVIOUS EDUCATION

LIU SCHOOL OF BUSINESS LEBANON

BACHELOR OF SCIENCE IN BUSINESS
MANAGEMENT 2014

CONTACT INFORMATION

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Address: Koraytem, Beirut, Lebanon

Citizenship: Lebanese

HIGHLIGHTED SKILLS

- Conflict Resolution
- Excellent Communication Skills
- Resourcefulness
- Time Management
- Strong Work Ethic
- Great Attention to Detail

TECHNICAL SKILLS

- Photography
- Templates
- Internet Operations
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Fluent in Arabic and English

WORK HISTORY

Assistant CEO

IONYCS 2019 TO 2019

- Maintaining office systems, including data management and filing.
- Manage contract and price negotiations with office vendors, Greet and assist visitors when they arrive at the office.
- Carrying out background research and presenting findings.
- Organizing and attending meetings and ensuring the manager is well prepared for meetings.
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Following office workflow procedures to ensure maximum efficiency.
- Monitor office expenditures and handle all office contracts (rent, service etc.)

Office Manager / Administrative Assistant

CREATIVE SPACE BEIRUT 2017 TO 2018

- Monitor office supplies inventory and place orders.
- Assist in vendor relationship management.
- Maintaining the office condition and arranging necessary repairs Plan in-house or off-site activities, like parties, celebrations and conferences.

Receptionist (Temporary Replacement)

BRITISH EMBASSY LEBANON 2015 TO 2015

Responsible for providing secretarial, clerical and administrative support in order to ensure that company services are provided in an effective and efficient manner.

Assistant Sales Manager

LIBRAIRIE ANTOINE 2012 TO 2014

Supporting the sales team in all day to day activities to ensure the department achieves targets whilst ensuring the highest customer satisfaction levels are achieved.