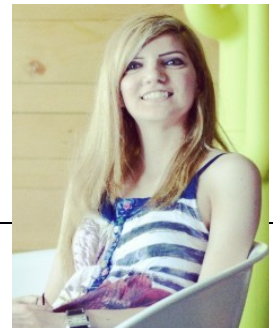


GHISLAINE SALHA

Zalka, Lebanon

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OBJECTIVES

Looking forward to expand my expertise with a reputed organization that treats staff as priceless assets.

Seeking a challenging position that provides an opportunity for both greater responsibilities and future advancement.

I need a place where I can give my utmost, keep progressing, and feel comfortable in a brotherly atmosphere.

SKILLS

Good communication skills and able to effectively coordinate with senior's high interest in continuous learning and strong willingness to take responsibilities.

Expert at business assignments and capable to deal with different responsibilities at the same time.

Inspired by team spirit and believe "a hand doesn't clap alone".

Highly motivated, energetic and comprehensive.

WORK EXPERIENCE



Executive Assistant

Collection Specialist

Byblos Printing sal (www.byblosprinting.com)

June 2019 – till present

In brief Byblos Printing House is among the largest in Lebanon and the region, occupying 7,000m2 of space. Its continual growth and success are based on a combination of the latest technology backed by highly trained human expertise.

Responsibilities:

- ▶ Assisting the Chairman and CEO in routine functions.
 - ▶ Providing documents, briefing papers and presentations.
 - ▶ Coordinating with departments in order to communicate notes requested by the chairman.
 - ▶ Organizing, schedule and confirming appointments and meetings.
 - ▶ Preparing minutes of meetings and dictation.
 - ▶ Archiving and filing all documents and correspondence in a proper and systematic manner for easy reference.
 - ▶ Arranging business trips and accommodations.
 - ▶ Preparing and follow up on emails.
 - ▶ Screening visitors, telephone calls, mail, inquiries and requests.
 - ▶ Performing other tasks and duties upon request.
-
- ▶ Monitor accounts to identify outstanding debts
 - ▶ Investigate historical data for each debt or bill
 - ▶ Find and contact clients to ask about their overdue payments
 - ▶ Take actions to encourage timely debt payments
 - ▶ Process payments and refunds
 - ▶ Resolve billing and customer credit issues
 - ▶ Update account status records and collection efforts
 - ▶ Report on collection activity and accounts receivable status



Financial Consultant

Allianz SNA (www.allianzsna.com)

august 2018 – May 2019

In brief Allianz SNA is serving over 83 thousand customers in over 12 branches,. It stands among the top insurers on the market with a sound and well balanced portfolio between Life and Property & Casualty and Health. Allianz SNA provides comprehensive range of financial services and insurance solutions to corporate and individual customers through various distribution channel.

Responsibilities:

- ▶ Call potential clients to expand company's customer base
- ▶ Interview prospective clients to get data about their financial resources and discuss existing coverage
- ▶ Explain the features of various policies
- ▶ Analyze clients' current insurance policies and suggest additions or changes
- ▶ Customize insurance programs to suit individual clients
- ▶ Handle policy renewals
- ▶ Maintain electronic and paper records
- ▶ Help policyholders settle claims

Office Manager
Sales Administrator & Purchasing
casafekra sarl (www.casafekra.com)



december 2009 – March 2018

In brief casafekra® is one of the few specialists in 'contract furnishing solutions' in the middle east region. primarily focused on—and not limited to—the hospitality sector across the middle east & africa, casafekra® caters to contract-projects by providing and executing comprehensive furniture-solutions.

Responsibilities:

- ▶ Assist and support the sales department, managing clients orders
- ▶ Pricing and making offers based on clients needs and corporate technical specifications
- ▶ Following up on local and international customers
- ▶ Direct contact with local and international suppliers, handling procurement, correspondence, official documents, etc..
- ▶ Direct contact with shipping agencies; handling all requirements for air and sea shipments.
- ▶ Respond and coordinate with the delivery department in order to create best service

- ▶ Identify sales leads & projects across the Middle East.
- ▶ Target architects, interior designers, hotels, restaurants, cafeterias, and other key -channels based on sales strategies.
- ▶ Handling showroom sales, recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- ▶ Maintain records related to sales.

- ▶ Generate reports concerning purchases, sales and stock directly from the system Pims2
- ▶ Initiate and coordinate manual stock Inventory
- ▶ Responsible for Accounts Receivable, Accounts Payable, Petty Cash
- ▶ Issue system generated PVs, RVs, proformas, invoices, delivery notes, statement of accounts
- ▶ Maintain office equipments
- ▶ Responsible for employees 'affairs and day-to-day needs.
- ▶ Implement corporate HR policies and procedures and support staff in actioning policies and ensure compliance.
- ▶ Investigate and prepare warning, notification and appreciation letters.
- ▶ Issue the certificates needed.
- ▶ Prepare the monthly payroll elements.

Assistant Manager - Administration Dept



october 2004 – july 2009

CEG Int'l s.a.l. (www.ceginternational.com)

In brief GEG Int'l is the sole & exclusive regional distributor for Electric "low Voltage products (switchgear & controlgear)" for the Middle East Arab countries & Cyprus

Responsibilities:

- ▶ Ensure that the Labour Law is adhered to at all times by keeping abreast of new developments.
- ▶ Design and implement office policies
- ▶ prepare warning, notification, appreciation letters & certificates
- ▶ Maintain data & documentation ensure personnel files are up to date and secure.
- ▶ Foster two way communication by listening and responding to people's inquiries and concerns.
- ▶ Follow-up on employees' complaints and coordinates with concerned.
- ▶ Prepare the monthly payroll elements.
- ▶ Monitor the employees' daily attendance, reporting any irregularities in the attendance and follow-up on needed action.
- ▶ Work together with HR manager/consultants on all levels of recruitment from beginning to end.
- ▶ Coordinate the non-technical training courses needed by employee.
- ▶ Assist in training the administration staff to attain right level of competency in this field.
- ▶ Maintain and keep up-to-date all documents, files and information system and provide reports, summary or documents needed by employee or management.
- ▶ Responsible for Accounts Receivable, Accounts Payable, correspondence, Petty Cash, stocking supplies, etc.

Telecommunication and Promotion

summer 2002

International Publishers

Informations

summer 2001

St Joseph University (Damascus Street)

TRAINING

Sales Academy training – Bronze Level	2018
The number 1 Closer – workshop (how to close a deal)	2014
Chamber of Commerce - 3 months training program for Executive Women	2012
IC DDB - Advertising Agency – 3 months internship in Human Resources	2004
YMCA – Training camp	summer 2000
Red Cross – Training "14 hours"	summer 1999

COMPUTER SKILLS

Word, Excel, Power Point, internet browsing & invoicing software Pims2

SPOKEN AND WRITTEN LANGUAGES

Arabic, French, English: Fluently written and spoken

INTERESTS

Listening to music, assisting to cultural events, swimming, camping, ping pong

Active member of CVX – Achrafieh (Communauté de Vie Chrétienne)

Ex-member of MEJ – Nazareth (Mouvement Eucharistique des Jeunes)

Ex-member of GDL – Saint Vincent de Paul (Guides du Liban)

EDUCATION

Psychology Degree (industrial psychology)
Lebanese University - Fanar

2000 - 2004

Lebanese Baccalaureate – Philosophy
Collège Notre Dame de Nazareth – Achrafieh

1985 - 2000

PERSONAL DETAILS

Date of birth: June 19th, 1981

Nationality: Lebanese

Marital Status: Single