

[Nasmat Khalifeh] | [Curriculum Vitae]

[Burj Abi Haidar, Beirut] | [70-842973] | [nasmatkhalife22@gmail.com]

Date and place of birth: Beirut - September 22nd 1989

Marital Status: Married

Experience

[Administrative Assistant] – [Al Majmouaa]

[September 2016] –

[Present]

[Administrative and organization duties. Maintaining database. Organizing and coordination of the daily office administration. Overseeing all logistics (deliveries, courier and managing third party service providers- Look after office needs: tidiness, stationery, supplies, hygiene, repairs and maintenance].

[Graphic designer] – [Ipex]

[2014] – [2016]

[designs flyers for hyper and supermarkets]

Education

[LIU] – [Interior design, Beirut]

[2009] – [2012]

[Ecole des filles de la charité]

Qualifications

- Mastery of spoken and written Arabic
- English and French spoken and written: very good - French is A+
- IT skills - MS Office (Excel, Word, PowerPoint, Internet navigation)

Skills & personal Attributes

- Communication skills
- Time management skills
- Proactive - ability to anticipate and solve problems
- Strong attention to detail

- Ability to work efficiently under pressure
- Ability to work under minimal supervision
- Self- confident, reliable, honest, punctual and flexible

Client & staff interaction:

- Diplomacy
- Clarity
- Listening skills
- Courtesy
- Professionalism