

Ritta Al Jamous

Objective

Looking to secure a position in a reputable organization, where I can bring immediate and strategic value and develop current skillset further.

Experience

November 2016 - Present

GlobeMed Solutions

Sin El Fil

Administrative Assistant to CEO

- Daily Administration Functions.
- Research and carry out specific projects as assigned by the CEO.
- Set up accommodation and arrangements for company visitors.
- In charge of the preparation of materials for meetings as appropriate.
- Prepare agendas, attend meetings as instructed and take minutes, distribute and make necessary follow-up on progress, and ensure deadlines are met.
- Receive, sort and screen all incoming correspondence. Categorize and prioritize responses needed.
- Maintain an accurate and up-to-date business and personal contact database of the CEO.
- Assist the CEO with the creation of Power Point Presentations.
- Travel: Arrange travel trips, ticket and hotel accommodation, prepare itinerary and trip files, complete trip expenses report.
- Calendar management (Scheduling meetings, sending meeting requests and reschedule when necessary).

January 2015 – October 2016

Grand Cinemas Lebanon

ABC Ashrafyeh / Dbayeh

Assistant Manager (Acting as Cinema Manager)

- Achieving audience and sales targets.
- Ensuring audience satisfaction.
- Advertising and promoting films.
- Handling press and public relations (events & premiers).
- Budgeting, cash handling and stock control.
- Developing an understanding of the local market, including customer expectations.
- Liaising with film societies and other groups within the industry.
- Preparing reports, statistics, forecasts and financial accounts.
- Complying with licensing and health and safety regulations.
- Marketing the cinema within a local and/or national arena.
- Organizing duty schedule and wage payments.

February 2012 – January 2015

Grand Cinemas Lebanon

ABC Ashrafyeh

Administrative Assistant

- Prepare a monthly staff evaluation report
 - Recruiting and training large number of staff, and follow up in all HR related issues.
 - Preparing daily / monthly reports, and maintains an organized filing.
 - Managing promotions within the cinema.
 - Prepare monthly salaries report.
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June 2011 – February 2012

Grand Cinemas Lebanon

ABC Ashrafyeh

Box Office Supervisor

- Training and supervising the Box Office staff to work as a team.
- Set staff schedules, handle weekly/monthly meetings.
- Handle customers' requests and complains.
- Maintain a daily updated log book.
- Conduct spot checking for over/shortage in cash.
- Monitor phone calls log in a monthly report.

August 2008 – June 2011

Grand Cinemas Lebanon

ABC Ashrafyeh

Box Office Clerk

- Ticket sales, either face to face or via telephone, reservations and bookings.
- Registering free passes and promotional tickets in Box Office Logbook.
- Monitoring and maintaining cash flow, ensuring that there are no shortages.
- Communicating effectively with colleagues and guests.

Education

2008-2013

Sagesse University

Furn El Chebek

Bachelor Degree Business & Finance (Science de Gestion)

2008

College Notre Dame Des Soeures Antoinines

Hazmieh – Jamhour

Lebanese Baccalaureate (sociology & economy)

Skills

- Customer service experience.
- Working long/unsociable hours.
- Extensive market experience.
- Staff management experience.
- Determined to succeed.
- Flexible and adaptable.
- Highly organized.
- Well presented.
- Team leader.
- Computer skills: Microsoft Office, Vista (Cinema POS, Back Office).

Languages

Arabic: Native language

English: very good spoken, written and reading

French: very good spoken, written and reading

References

References are available on request.