



RESUME

Dima Zaiter

ABOUT ME

A solid blue circle with a thin dark grey border.

Organized

I have the ability to efficiently allocate my time, energy and resources to achieve a certain goal or finish an assignment within the timeline with attention to details.

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Fast

I Strive always to deliver effective, focused and on time any project or assignment I am working on.

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Reliable

Capable of being depended on, trustworthy , consistent and stable.

EXPERIENCE

Jan 2016- Present (3 years & 9 Months) Executive sales admin. General Electric- Power services

- Assisting the executive regional sales director:
- Managing his calendar and meetings invites
- Bookings his travels: Hotel booking, flights booking,
- Organizing meeting and events by coordinating with the hotels and stakeholders.
- Complete administrative tasks related to operational activities and implementing new policies to make sales processes more efficient.
- Assist with recruitment efforts, new hire orientation, on-boarding for the sales team.

March 2010- April 2014 (4 years) Head of Administration Ahli Investment Group

- The general co-ordination of the company's administration including 5 areas: Human Resources, purchasing, Administration, legal matters and security.
- The development, co-ordination and implementation of the company's personnel management and staff policy (e.g. Personnel records/documentation, employment contracts, staff rights and obligations, vacations, training issues.

Nov 2008- Feb 2010 (1 year & 5 Months) Sultan Centre – TSC

- Prepare, consolidate replenishment orders and follow it with the suppliers.
- Track orders and allocate it to stores.
- Issuing & tracking claims: Follow up on claims directly with the suppliers and interact with the finance department.

EDUCATION



- ❑ 2012-2015 Bachelor's degree in Business Administration- Management concentration
Arts, Sciences & Technology University in Lebanon (AUL)
(Distinction list GPA: 3.44/4.0)
- ❑ 2010-2011 Certificate in Marketing and Advertising- American University in Beirut.
(Distinction list GPA: 90/10)
- ❑ 2004-2006 Political and administrative science 3rd year
Lebanese university

Skills, hobbies & Languages

Negotiation skills, good communication skills, Excellent ability to set priorities .

Hobbies: Reading, politics, music, different kinds of sports i.e. (Tennis, hiking, gym).

Languages: Arabic, English

Thank you!