

JOELLE EL BAYEH

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Personal Information

Date of Birth: 20 – April – 1985

Place of Birth: Beirut

Citizenship: Lebanese

Marital Status: Married

Gender: Female

Objective

Looking for Management position where I can effectively utilize my expertise in human relations, Customer care and internal coordination.

Education

➤ **Certificate of Professional Skills for Secondary Education (Diploma).**

Faculty of Education (Dean) - Lebanese University.

Fur El Chebak, Maten- Lebanon.

Year 2009-2010.

➤ **General Physics (Maitrise) – M1.**

Faculty of Sciences II- Lebanese University.

Fanar, Maten- Lebanon.

Years 2003 -2007.

➤ **Lebanese Baccalaureate**

General Sciences – Rahbeh official High School

Rahbeh, Akkar – Lebanon

Year 2002-2003

Work experience

- May 2018 – Present

Executive Secretary at ARCAN s.a.r.l.

Provide high-level administrative support by handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Support the Sales department by preparing Quotation and handling correspondence between Clients and Sales.

Support the Procurement department by placing Purchase Orders.

- May 2017 – February 2018

Tender Officer & HR at EMC (Engineer Elie N. Maalouf Company s.a.l.)

Prepare the tender file. *Produce* the tendering plan and establish the tendering team, which typically includes representation from a company's financial, legal and estimation departments. *Organize* Tender distribution logistics, including the management approval process. *Follow up* the tenders' submission date to be sure that all tenders' documents will be ready on time (Follow up on: Estimation, prices, etc...). *Follow up* with clients during and after the sealing session. *Represent* EMC in some opening bid Sessions (with CDR, UNDP, other NGOs...).

Maintain and update permissions and *Prepare* Attendance reports of the office employees.

- May 2015 – May 2017

Operator at Roadster diner & Deek Duke

Answer calls, handle customer inquiries, manage and resolve customer complaints, provide customers with product and service information, enter new customer information into system, update existing customer information, process orders, follow up customer calls where necessary.

- May 2013 – April 2017

Personal Assistant & Secretary at Zeenny Law Firm & JCK s.a.r.l.

Organize and manage the day-to-day running of the Lawyer professional and personal affairs. *Manage*, the Lawyer's correspondence, including calls, emails, post and fax. *Insure* filing & documentation using a specified filing System. *Complete* accounting tasks, data entry, reconciliation and control accounts. Answering telephone calls, taking messages, typing and word processing, Support the accounting department.

- 2011 – 2012.

Preschool Co-Teacher at Lebanese school of Qatar – Doha

Manage the classroom. Prepare Activities (in Arabic) Integrating technology & Using the digital media. (Promethean active board, computer, and an online searching). Support the

Teacher in all tasks: French activities, evaluations, extra worksheets, etc....

- 2008 – 2011.

Sale Representative & Administrative Secretary at Walid Office Machinery.

Prepare, organize appointments (Administrative and technical appointments) and all kind of documents (Offers, Quotations, clients list, dealers list...). *Purchase* all kinds of products (office equipments, Hardware & Software), local market and China. *Deal* with wholesale and retail sale (Lebanese Market). *Complete* accounting tasks, data Entry with a specified accounting system.

- 2009 – 2010.

Teaching at Kafaat Technical School – Ain Saade.

Classes: BT1 BUR (Fr, Eng), BT2 Sales, Accounting (Fr, Eng), BT3 Sales, Accounting (Fr, Eng). *Prepare* Lessons, activities and all necessary documents to accomplish comprehension and acquisition of specified competence. *Follow up* all education cases of students, as much as possible in order to improve the class level.

Research & Training

- June 2018.

Training ERP (Netsuite) with ARACN s.a.r.l.: Entities Role / Sales & Advanced Procurement Role. Testing phase (June 2018 till present).

- 2009 – 2011.

Observation for teachers in secondary class rooms (Bauchrieh Official high school – Al Maten –Lebanon) under the surveillance of the Lebanese University- Faculty of Education, Trainer: Mrs. Marie Monique Assy, in order to prepare reports including all comments and discussion according the related courses.

Prepare lessons, tests and activities, in order to perfecting my training by managing the classroom.

Skills

- *Oral & verbal skills:*

Arabic: Spoken, read and written (native).

French: Spoken, Read and written (French educated).

English: Spoken, read and written (Upper intermediate level).

➤ *Computer skills:*

Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook.

Active board (Promethean program Board) (2 years)

References are available upon request.