



# DARINE KAMAL

Former Executive Assistant

## PROFILE

Former Executive Assistant with 7 years of experience providing thorough and skillful support to senior executives.

## CONTACT

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71-221526

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## LANGUAGES

Arabic - *Mother Tongue.*  
English - *Fluent.*  
French - *Fluent.*

## HOBBIES

Swimming.  
Reading.  
Traveling.

## EDUCATION

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### **Saint Joseph University (USJ)**

2001 - 2004  
BA in Insurance Sciences

### **Beirut Arab University (BAU)**

2000 - 2001  
One Year of Law Studies

## WORK EXPERIENCE

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### **SAMA Groups - Real Estate Agent**

2017– 2019

- Provided guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms.
- Determined client's needs and financial abilities to propose solutions that suit them.
- Managed property auctions or exchanges.
- Remained knowledgeable about real estate markets and best practices.

### **N.E.C. SARI - Executive Administrative Assistant**

2010 – 2017

- Organized and scheduled meetings and appointments.
- Maintained complete administrative duties from filing to emailing.
- Provided information by answering questions and requests.
- Prepared and monitor invoices.
- Took accurate minutes of meetings.
- Coordinated office procedures.
- Assisted in the preparation of regularly scheduled reports.

### **Med Airways – Cabin Crew**

2008 – 2010

- Aided Passengers, Administered first aid, and dealt with emergencies.
- Produced written flight reports after completing a journey.

## SKILLS

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- Microsoft Office (Word, Excel, PowerPoint).
- Orange Accounting.
- Fast Learner.
- Time Management.
- Impeccable Organizational Skills.
- Teamwork.