

Sandy Samara



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Objective

Seeking a responsible and challenging position in business where I can implement my experiences and skills for the company's growth and development.

Ready to learn new techniques and methods that allowed me advance in this field for my future higher education:

Personal Details

Marital Status:	Single
Place and date of Birth:	Beirut, April 25th, 1992
Nationality:	Lebanese

Education

2014-2016: Arts, Sciences and Technology University in Lebanon (AUL) Sin El Fil.
Graduated in Business Management.

2012-2014: Lebanese University: Business accounting

2010-2011: Laure Moughaizel School Lebanese Baccalaureate in Economics.

| References available upon request

Languages

	Read	Write	Speak
English	Fluent	Fluent	Average
French	Fluent	Fluent	Good
Arabic	Fluent	Fluent	Fluent

Professional Experience

2017-2018: Porsche Centre Lebanon s.a.l, Qarantina

After Sales Administrative Assistant:

- Preparing purchase requests & purchase orders
- Preparing sales invoices for clients
- Responsible for the control of petty cash
- Arranging the documents in files
- Operating the cash register and handling cash transactions with customers
- Issuing receipts and collect payments
- Supporting sales advisors
- Handling phone calls
- Checking customer credit line and logging sales orders into database
- Providing customer service and liaising with customers/ suppliers
- Responsible of the uniforms for the technicians in the workshop and providing them medicines when needed
- Responsible of the purchase of cleaning, stationary, reception products needed by the workshop
- Prepare the travel expense report for every technician and employee.
- Handle the annual and sick leaves
- Performing other duties as requested by my direct supervisor and workshop manager
- Assist the workshop manager whenever he needs

2015-2017: Europtima International Offshore, Achrafieh

Executive Assistant – Accounting

- Preparation of Checks and release payments for suppliers.
- Assist in NSSF, Filling Formats and follow up with NSSF delegate.
- In Charge of office petty cash.
- Monitor Travel expenses and settle advances issued as per management approval.
- Perform Duties as per protocol of work, filling and archiving.
- Execute Bookings and reservations for work purpose.
- Assist the accounting and finance department and where needed.

Executive Assistant – Administration and communication

- Manage the Office reception desk: getting guests, answering and transferring calls, taking messages.
- Maintain Office filling system.
- Monitor and order office supplies – Deal with vendors / suppliers
- Distribute / File all incoming mail and register incoming and outgoing mail
- Perform general reception duties, answer incoming calls, and take messages when necessary.
- Maintain the office equipment, call for repairs
- Plan meetings and monitor the office meeting rooms occupancy
- Type the letters and documents when needed
- Organize Travel and accommodation
- Manage the CEO'S agenda, book meetings and appointments, both internally and externally.
- Assist in the production of company related material and stationery and follow up on printing / production orders and delivery – Marketing material (flyers, brochures, social media, email marketing etc...).

2014-2015: Hugo Boss, Verdun

Accounting, Marketing and Human Resources department responsible for:

- Verify all invoices and credit notes
- Bringing data from all stores
- Checking all sales transaction from ABC Achrafieh and Dbayeh, City Mall and City Center.
- Dealing with cash expenses and check deposits
- Follow up with insurance, Ogero and banks
- Recording all POS on the copybooks.
- Filling of Journal Vouchers, Payment Vouchers m Receipts , sales, Credit and Debit notes
- Preparing of checks and release payments of suppliers.
- In charge of office petty cash
- Checking every 15 days all account statement specially cash statement.
- Tracking information from NSSF and Ministry of finance related to the new employees.
- Responsible of the working hours for the Employee in all branches and for their annual vacation
- Responsible of all suppliers related to the office and stores and for all graphics ordered from stores and related to Baghdad.
- Close relationship with my Manager relating to e-mails, letters files and all marketing needs.
- Manage all works related to marketing i.e. liaise with magazine agencies, social media and following up with the printing company.

2013-2014: Pandora, ABC Achrafieh

Sales Representatives with the following responsibilities

- Liaising with customers, resolving complaints, taking their orders.
- Calculating total payments received during a time period and reconciles with total sales/compute and record totals of transactions.
- Communicating with co-workers, managing expectations
- Report of Inventory at the end of the year

Computer Skills

Office 356

Hobbies

Jogging, Reading, Photography, Dancing Salsa, Painting, Singing with the “**Jeitawi Chorale** “, Boxing, cooking , Horse riding, Hiking .