



# SAMAH BALTAJI

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## // WORK EXPERIENCE

### EXECUTIVE ASSISTANT & HR ADMIN

PROXIMIE / Beirut-London / Jul. 2019 – Ongoing

- Scheduling and coordinating meetings, interviews, standup calls, and other similar activities.
- Sending out and receiving mail.
- Managing documents and files.
- Sending and receiving documents for the company (To Auditor, etc....).
- Sending courier (Ltd, US etc.....)
- Bank Transfer Letter.
- Answering the phone.
- Assisting in various daily operations (with BDD Community, with employees, with Manager)
- Manage office supplies and stationery.
- Provide and update the accounting department with invoices.
- Manage travelling requirements (visas, tickets...).
- Prepare new offer and NDA for employees.
- Maintain records of employees.
- Issuing employment contract.
- Assist with the recruitment process by posting the required jobs (on BDD Community, our website, AUB website etc. ...)
- Process: payroll and NSSF and MOF.
- Complete starting and termination paperwork for the employees.
- Coordination with IT department when there is: new employee (email, network, slack etc.)
- Add the employee on BDD community, (Access card, parking etc. ...)
- Create for new employee: Salary account, NSSF number, account on Zoho People.
- Update: The organizational chart, Salary status worksheet, Network backup Drive.

## **ASSISTANT GENERAL MANAGER - EXECUTIVE SECRETARY**

**AKARIA/** Beirut / Jan. 2019 – Jul. 2019

- Facilitate communication between the company and between clients & suppliers.
- Manage travelling requirements for (visas, accommodation...)
- Human Resource tasks (work permits, permanent residency...)
- Liaise with banks (LGS and tender's preparation, cross checking and issuance)
- Liaise with insurance companies (workmen compensation, fire, car LM7, Vehicle, export coverage)
- In Charge of company profile.
- Manage office supplies and stationery.
- Prepare status and follow up reports of projects execution (ongoing and completed)
- Optimize and follow up on company daily expenses (Fuel, maintenance).

## **Sales Supervisor**

**Unitech-Me /** Beirut / Jun. 2012 – Jul. 2013

## **Arope Insurance INTERN**

**/** Beirut / Aug. 2011 – Jun. 2012

## **Rafic Hariri Hospital INTERN**

**/** Beirut / 2010

## **// EDUCATION**

**B.A,** Public Relation

**Lebanese University of Beirut /** 2015 – 2011

Faculty of media

**Baccalauréat Libanais,** Sociology/Economy

**Saint Joseph de L'Apparition**

## **// LANGUAGES**

**Arabic (Full Professional Proficiency), French (Full Professional Proficiency),  
English (Bilingual Proficiency)**

**Bilingual Proficiency), Italian (Beginner)**

**Reference available upon request.**