

Niveen M. Itani

Curriculum Vitae

Personal Information:

Location (Residence): Beirut

Citizenship: Lebanon

Birth date: January 1, 1992

Marital Status: Married

Languages:

Native: Arabic Lebanon

Other: English fluently written and spoken
French fair written and spoken

Education:

December 2013, Lebanese University
Bachelor's Degree of Business Administration(Marketing
Major)
Hadath, Lebanon

2009, Ghobeiry Third School For Girls
Baccalaureate in Sociology and Economics
Beirut, Lebanon

Contact information:

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CV/Resume Details

1. Summary (Cover Letter):

Looking to join a progressive organization that has the need for experienced candidates in the business field and offers opportunities for advancement. I believe that my humble experience will empower me to tackle challenges and successfully meet your organizations' requirements and expectations.

Furthermore, I guarantee that my strong teamwork orientation, initiative, pro-activeness, and energetic characters will help me easily integrate into any working environment. Leaving the matter for your good judgment, I thank you for your consideration.

2. Experience:

Interesting Times

Beirut Digital District – Lebanon
Full Time: Executive Assistant

July 2017 – Present

- Coordinating executive communications, including taking calls and responding to emails
- Scheduling and organizing meetings, workshops and appointments
- Greeting clients/suppliers/visitors to the organization in a professional and friendly manner
- Arranging travel, accommodation, itineraries, and all correspondence related to arrangements as needed.
- Handling confidential information; organizing and maintaining files
- Replying to general information requests with the accurate information
- Administering petty cash according to established procedures
- Purchasing, receiving and storing the office supplies ensuring that basic supplies are always available
- Taking daily attendance and sending monthly reports for HR department
- Supervising driver and allocating daily mission
- Administering office Logistics

Mercantile (2) Trading Company

Sanayeh – Lebanon

Full Time: Administrative Assistant

May 2015 – July 2017

- Answered general phone inquiries using a professional and courteous manner
- Replied to general information requests with the accurate information
- Greeted clients/suppliers/visitors to the organization in a professional and friendly manner
- Used computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Sorted incoming mail, faxes, and courier deliveries for distribution
- Prepared and sent outgoing faxes, mail, and courier packages
- Purched, received and stored the office supplies ensuring that basic supplies are always available
- Coding and filing financial & general materials according to the established procedures
- Updated and ensured the accuracy of the organization's databases
- Back-upped electronic files using proper procedures
- Provided secretarial and administrative support to management and other staff
- Made travel, meeting and other arrangements for staff
- Coordinated the maintenance of office equipment
- Used computer software to prepare invoices and financial statements
- Processed accounts payable ensuring timeliness and accuracy of information
- Processed accounts receivable ensuring timeliness, accuracy of codes and appropriate backup
- Prepared accurate bank reconciliations and deposits
- Administered petty cash according to established procedures
- Assisted with financial reports as required
- Ensured the timely distribution of material to the management

Metlife Alico(American Life Insurance)

Downtown – Lebanon

Full Time: Personal Assistant to Consultant

February 2015 – May 2015

- Devised and maintained office systems, including data management and filing
- Arranged travel, visas & accommodation and, occasionally, had meetings with the consultant to take minutes or to provide general assistance during presentations
- Screened phone calls, enquiries and requests, and handled them when appropriate
- Met and greeted visitors at all levels of seniority
- Organized, maintained diaries and made appointments
- Dealt with incoming email, faxes and post, often corresponding on behalf of the consultant
- Produced documents, briefing papers, reports and presentations
- Liaised with clients, suppliers and other staff

Saccal Systems SAL

Verdun - Lebanon

Full Time: Sales Executive

December 2013 – January 2015

- Listened to customers' requirements and presented appropriately to achieve targets
- Maintained and developed professional relationships with existing customers in person and via telephone calls and emails
- Cold calling to arrange meetings with potential customers to prospect for new business
- Responded to incoming email and phone enquiries
- Acted as a contact between a company and its existing and potential markets
- Negotiated the terms of an agreement and closed contracts
- Gathered market and customer information
- Represented the company at events and demonstrations
- Negotiated on price, costs, delivery and specifications with buyers and managers
- Challenged any objections with a view to getting the customer to buy
- Advised on forthcoming product developments and discussed special promotions
- Created detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer
- Liaised with suppliers to check the progress of existing orders
- Recorded sales and order information and sent copies to the sales office
- Gained a clear understanding of customers' businesses and requirements
- Made accurate, rapid cost calculations and provided customers with quotations
- Attended team meetings and shared best practice with colleagues

Bank Audi SAL

Beirut(Mousseitbeh, Gefinor, Rweis, Raouche) – Lebanon
Internship

June 2012 – March 2013

- Initiated and opened new accounts
- Promoted and marketed the bank's products to customers(especially Pin-pay which was then a new service launched by the bank)
- Provided outstanding customer service to existing and potential customers
- Assisted in meeting Sales targets for the banks' employees
- Received and counted working cash at beginning of shift
- Identified customers, validated and cash checks
- Accept cash and checks for deposit and check accuracy of deposit slip
- Processed cash withdrawals
- Assisted in answering inquiries regarding checking and savings accounts and other bank related products
- Identified referral opportunities and made relevant referrals

3. Computer/Internet/Interpersonal Skills:

- Proven admin and personal assistance experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office
- Internet research abilities and strong communication skills

4. Hobbies:

- Basketball
- Swimming
- Traveling to explore the world

5. References:

- Available upon request.