

REEM N KABBANI

LEBANON, BEIRUT

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WORK EXPERIENCE

TALACO sal, Head Office, Raouche

2017 till present

Executive Assistant

- Organize and maintain personnel records.
- Revise legal company's documents.
- Acting as the point of contact between the executives and internal or external colleagues.
- Helping prepare for meetings.
- Organizing meetings and booking meeting rooms.
- Accurately recording minutes from meetings.
- Handling correspondence directed to managers.
- Making travel arrangements and detailed travel itineraries.
- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Filing and retrieving corporate records, documents, and reports.
- Greeting visitors and deciding if they should be able to meet with executives.
- Performing office duties that include ordering supplies and managing a records database.
- Provide general administrative support.

Human Resources Administrative

- Updating internal HR databases.
- Preparing HR documents.
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules).
- Participate in HR projects (e.g. help organize a job fair event).
- Processing internal arrangements such as travel, training sessions, and team-building events.
- Maintaining internal records, which may include preparing, issuing and filing company documentation (e.g. sick leave, maternity leave, etc.).
- Communicating with recruiters and other external parties.
- Updating company policies and ensuring legal compliance.
- Acting as the first point of contact for all personnel queries.
- Setting up interviews and corresponding with prospective employees in a timely manner.

Verdun Post, Beirut

2015-2017

Customer service

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.

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- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Communicating and coordinating with colleagues as necessary.
- Providing feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.

Private teacher for Elementary students

2014-2015

Tutor

- Remain up to date with the school curriculum and subject-specific content.
- Be punctual to all appointments.
- Travel to students' homes to provide lessons.
- Maintain communication with parents to update them on the student's progress.
- Research learning resources to use during lessons.

Summer camp ACMAS "Genius MAP Lebanon"

2012-2015

Camp Monitor

- Working with other camp staff members to plan and coordinate camp events.
- Leading and supporting campers as they participate in age-appropriate activities.
- Monitoring campers to ensure compliance with camp rules and prevent accidents.
- Cleaning, maintaining and ensuring proper use of camp facilities and equipment.
- Reporting and recording details of incidents, such as accidents or rule violations, to parents and camp staff.

EDUCATION

AUL-ARTS SCIENCES & TECHNOLOGY UNIVERSITY, Lebanon, 2015

Bachelor degree of Business Administration Human Resources Management

July 2020

Omar Faroukh Public High School for girls

Baccalaureate – ES

June 2015

SKILLS AND KNOWLEDGE

Languages Communication Skills

Fluent in Arabic, English and being a beginner in French courses.

Confident in speaking in front of groups.

Teamwork and Leadership

Ability to work and interact with large group of people from different ages. Experienced in organizing, managing and leading activities.

Computer

Skilled with Microsoft Office (Word, Excel, and PowerPoint).

REFERENCES

Provided upon request.