



Joumana Rahal

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About me: , I have over Twenty years' experience in administrative procedures and office organization including filing, correspondence, organizing meetings and events, travel booking and accommodation, data management and task management. I have strong organizational skills; I take initiatives, set priorities, and collaborate with the team to ensure quality outcome in a timely manner. I am an excellent team player, I share information, assist others and coach less experienced staff to ensure the team work as a unit to deliver high quality results I have excellent communications skills. I am able to interact with clients in a discrete and respectful manner. I have excellent language skills, I am fluent in English, Arabic and French. I have sound computer skills; I am proficient in word, excel, power point, outlook, and internet.

● WORK EXPERIENCE

01/03/2017 – 01/03/2021 – Hazmieh, Lebanon
ADMINISTRATIVE ASSISTANT – AHED BAROUDI

Answering phone calls, receiving and directing visitors, ordering office supplies, supervising the driver's tasks, receiving and sending emails, issuing visas for Mali consulate, managing and organizing the CEO'S appointments

01/03/1998 – 01/07/2016 – BEIRUT, Lebanon
OFFICE MANAGER – GREY BEIRUT

- Manage the daily office administrative tasks
- Coordinate with the company's overseas branches on travel arrangements for visitors and employees.
- Handle incoming and outgoing correspondence and courier.
- Monitor attendance sheets and leave requests.
- Supervise the Office Boy's daily tasks.
- Update data entry.
- Set up new employees with email accounts and access to the system.
- Handle files of internships.
- Handle emails, telephone inquiries and visitors
- Schedule meetings and appointments for visitors

01/10/2017 – 29/02/2020 – Dbayeh
SALES/ RETAIL – CIGAR BOUTIQUE

Managing overseeing retail, advertising the product to customers, participating in events, inventory management

01/07/1995 – 30/09/1995 – Badaro, Lebanon
TOUR OPERATOR REPRESENTATIVE – NAKHAL TRAVEL

- Reservations and bookings
 - Organizing private tours
- Liaising with coach operators, airlines and resorts

● EDUCATION AND TRAINING

01/06/2007 – 30/08/2007 – Beirut, Beirut, Lebanon
EXECUTIVE ASSISTANT CERTIFICATE – Pigier

01/10/1993 – 30/05/1996 – Beirut, Beirut, Lebanon
DIPLOMA IN TOURISTIC SCIENCES – Insitute of Tourism

● **LANGUAGE SKILLS**

Mother tongue(s): ARABIC

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
FRENCH	C1	C1	B2	B2	B2
ENGLISH	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Word | Facebook | Outlook | Instagram | Microsoft Excel