

**Abir Rahil**

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***Experienced Executive Available For New Challenges***

Finding ways to increase workflow efficiency is more than just doing my job. It's a personal challenge that I enjoy. Learning new techniques to improve work processes, sharing them with others then watching the benefits prevail, presents great personal satisfaction. There is always room to do things better; I believe it's my obligation to find a way to make it happen.

The position of the executive assistant is critical in ensuring the efficient operation of the office. This position is a key element in assisting management in directing and prioritizing competing demands for their time and attention: providing administrative support ranging from heavy travel and scheduling, daily departmental operations, events and research projects etc... Ten years in a similar position have sculpted my judgment in deciding when to act independently and when to involve executives.

Last but not least, my studies include the Sciences of the English Language (Linguistics) within the various aspects of business, social sciences, arts... etc. I understand the position also requires a candidate who works with multiple deadlines and priorities and of course works well under pressure. These are skills I developed in the course of my work and academic life and I plan on investing these with such a pioneering corporation in sustaining market leadership, such as yours of course.

My background and goals seem to match your requirements well; I am confident I can excel in the new position. I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in further details.

Thank you for your time and consideration, we remain with kind regards.

Abir Rahil

## o Professional Experience

Information International S.A.L. 2019 - 2020

### **Executive Assistant to CEO**

- Completed a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Planned, coordinated and ensured the CEO's schedule is followed and respected. Provided "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Researched, prioritized, and followed up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determined appropriate course of action, referral, or response.
- Successfully drafted acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritized conflicting needs; handled matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Analyzing questionnaires; writing reports, company brochures and similar documents; organizing presentations
- Served as the point person for maintenance, mailing, shopping, supplies, equipment, bills, and errands; organized office operations and procedures; coordinate with IT company on all office equipment; managed relationships with vendors, service providers, ensuring that all items are invoiced and paid on time

DK Group (Regional Support Office/ Legal Representative MEA)

### **Executive Assistant Manager 2014– 2017**

- Lead complete office administration; Served as a trusted assistant to senior executive; anticipated executives' needs, followed through on all details and tactfully handled sensitive situations
- Assisted the GM in the punctual delivery of all communications; in being proactive in terms of planning meetings, workshops, travel, etc..; in ensuring a smooth coordination between target offices and department

PIMCO (Ghaddar factory) 2009-2012

### **Assistant Manager**

- Assisted and provided support to the general manager in handling daily operations; responsible for all phases of general office and clerical work, data entry services, online research, coordination of meetings, while projecting a professional business image through the use of direct phone and e-mail interaction with our company's clients and customers
- Created highly effective organizational and filing systems- soft & hard copies, including quick and thorough indexing, filing and offsite storage
- Organized details of meetings, agendas, travel arrangements, itineraries, expense reports
- Assisted in the integration of the ISO system in the company and assured total application of relative inter-departmental documents
- Managed calendars, including personal and professional events of GM

- Collaborated with various levels of management to gather information pertaining to key issues; coordinated projects and events exercising ability to improvise, improve procedures, and meet demanding deadlines
- Prepared professional reports and letters with the correct branding applying writing, proofreading and editing skills
- Communicated regularly with clients and vendors scheduling meetings and addressing concerns; assisted with customer-service & product availability related issue

#### o **Education**

- Masters in Applied Linguistics (cont) – Lebanese University
- Applied Linguistics - Haigazian University
- TESL Teaching English as Second Language - Haigazian University

#### o **Technical Proficiencies**

Microsoft Office (Word, PowerPoint, Excel, etc); Field Research; Online Research; e-communication...operating systems Windows XP/ Vista, Mac...Microsoft Outlook.

#### o **Languages**

- ☐ English: excellently spoken, written and read.
- ☐ French: excellently spoken, written and read.
- ☐ Arabic: excellently spoken, written and read.