

# SARAH ZEIN

CEO Personal Assistant | Senior Administrative Manager | Procurement Officer | HR Officer

## SUMMARY

Ambitious person always looking for enhancing and developing own career desires to join an innovative goal-oriented team with a strong growth track

## WORK EXPERIENCE

July 21 – to date

Senior Administrative Assistant | HR Officer

**BCI Holding, Beirut, Lebanon**

- Fulfilling administrative duties. Including: completing and filing paperwork and enhanced the filing management system
- All administrative issues that are related to the position
- Ticketing and flights arrangements for the whole team & Communicate with embassies when needed
- Working with the HR and preparing emails/memos and working as a link between the HR and the team.
- Handling some of the CEO personal issues and requirements.
- Preparing letters in English & Arabic languages.
- Working remotely when needed.
- Coordinate with employees their annual leaves and visa documents.
- Handling office/kitchen supplies and stationary
- Assisting the HR in the recruitment process as in gathering information over the phone from candidates, assign dates for interviews and sending apology emails
- Communicate with BCI abroad branches when needed for work organizing.

December 20 – July 21 (Maternity Cover- Replacing but it was extended for work's sake)

CEO Personal Assistant | Administrative Officer

**Sadco - Beirut, Lebanon**

- Fulfilled administrative duties. Including: completing and filing paperwork and enhanced the filing management system
- Working on IMS Software – IQVIA
- Working on IMAD software to check the stock and warehouse capacity.
- All administrative issues that are related to the position
- Worked on creating a very critical power point presentation about the company's project for the authorities in Arabic language.

Sep'19 – March 2020 (Covid 19 & \$ fluctuations termination)

CEO PERSONAL ASSISTANT | ADMINISTRATIVE OFFICER

**RAMCO Trading and Contracting - Beirut, Lebanon**

- Enhanced Customer Service Management through effective communication with employers' representatives.
- Coordinated with employees in different departments to ensure delegated tasks and reports are completed on time
- Fulfilled administrative duties. Including: completing and filing paperwork and enhanced the filing management system
- Assisted in issuing report from Dolphin accounting software related to tendering department and construction execution department.
- Efficiently handled and organized all company and personal insurance policies
- Prepared reports and conducted site audits for ISO Certification Renewal process
- All administrative issues that are related to the position
- Assisted in obtaining quotations and carrying our comparative analysis of cost

July'17 – July'19

PROCUREMENT OFFICER | ADMINISTRATIVE ASSISTANT

**Brighter Homes Sal-ARTEGO- Beirut, Lebanon**

- Prepare Purchase Orders, including following and tracking.
- Arrange meeting schedules with clients and business partners.
- Compose, send, receive & distribute all company correspondence (hardcopy and electronic correspondences).
- Inventoried office supplies and managed orders whenever required.
- Prepare Minutes of Meetings during business meetings

- Follow up with teams and insuring accuracy in monthly attendance reports.
- Prepare weekly payments and wages for site workers and monitor daily attendance and absences.
- Receive and check invoices to ensure that documents are correct and complete.
- Documentation and Filing Management and backing up on company servers
- Handle customers complaints and elevated where necessary

June'13 – June'17

#### ADMINISTRATIVE ASSISTANT

Caporal & Moretti -Beirut, Lebanon

- Schedule and coordinate meetings and appointments fur supervisors and managers.
- Follow up with various support teams in ensuring accuracy in monthly attendance reports.  
Consulting clients.
- All administrative issues that are related to the position

Location: Lebanon

Mobile: (+) 961 3 060 623

Email: [sarahzein90@hotmail.com](mailto:sarahzein90@hotmail.com)

#### PERSONAL DETAILS

DOB: 6 September, 1990  
Nationality: Lebanese  
Marital Status: Single  
Driving License: Lebanese

#### EDUCATION

**MASTERS in Business Management**  
Lebanese International University  
Class 2018

**BS in Business Management**  
Lebanese International University  
Class 2013

#### Certificates & Courses

> **ISO-9001**  
SGS \_ November 2019

- **Career Development & Succession Planning Course**  
Formatech \_ June 2021
- **Competency Based Recruitment and Interviewing Skills Course**  
Formatech \_ June 2021
- **Learning and Development Course**  
Formatech \_ June 2021
- **Performance Management for Better Results Course**  
Formatech \_ August 2021
- **HR Policies and Procedures**  
Formatech \_ August 2021

#### SKILLS

Scheduling  
Strong Admin Managerial Skills  
Customer Relationship Management  
Solving customers problems  
Attentive to details  
File Management  
Excellent communication abilities  
Organizational skills  
Arabic & English fast typing

#### COMPUTER SKILLS

Microsoft Excel  
Microsoft Word  
Microsoft Power Point

#### LANGUAGES

Arabic Mother Tongue  
English Fluent