

Rita M. El Ghouh

Executive Assistant

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Beirut, Lebanon

10+ years' Experience in handling a wide range of administrative and executive support to related tasks and able to work independently with little or no supervision.

Currently leading the work of a group of people, helping to run daily operations, great time management and ensuring that our services are above all fulfilling customer needs.

Well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

Work Experience

January 2010 – Present

Executive Assistant - Al Moutahed for Topography and Real Estate, Zalka, Lebanon.

- Calendaring meeting schedules, preparing agendas and following up which led to increased efficiency by 40%.
- Responsible for organizing office services.
- Organizing office operations and procedures.
- Composed daily email communications and phone calls on behalf of the CEO.
- Managing relationships with clients and providing general support.
- Delegating, coordinating and monitoring clerical, secretarial responsibilities among office staff.
- Reviewing, editing and proofreading reports on projects, meetings and events.
- Increased overall efficiency by 60% by ensuring that filing systems are catalogued.
- Establishing and monitoring procedures for record keeping.
- Budgeting Office expenses and decreasing the budget by 30%.
- Perform a variety of accounting activities such as preparing checks, purchase orders and invoices.
- New Projects analysis and research.
- Advised and coordinated new projects.
- Travel Bookings.
- Possess strong quantitative problem solving and prioritizing skills.
- Excellent time management and organization skills
- The ability to multi-task and prioritize work.
- Work efficiently under stress maintaining strategic thinking and work reliability.
- Good communication, negotiation and relationship-building skills.
- Discretion and confidentiality of communications and documentations.

Technical Skills

- Web / Tech savvy.
- Microsoft Office (Word, Excel, PowerPoint, Outlook).
- AutoCAD 2D.
- Adobe (Photoshop, Illustrator, Aftereffect).
- Google Suite (Docs, Gmail, Sheets, keep, Drive).
- Social Media (Facebook, Instagram, Twitter, LinkedIn, Tick Tock).
- Languages: Arabic(Native), English (Proficient) and French (Fluent).

Education

AL Kafaat University AKU, Lebanon – MultiMedia Bachelor Degree.