

MARIE ANTOINETTE DAHDAH

Operations and HR Manager

Talented administrative professional with a background in Operations and paralegal support. Outgoing, Motivated team player who is eager to contribute to customer service, team building, and organizational skills.



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Beirut, Lebanon

EDUCATION

Holy Spirit University of Kaslik (USEK)

Bachelor in Law - 2010

LANGUAGES

Arabic : Native

English : Fluent

French : Fluent

COMPUTER SKILLS

Microsoft Office (Word, Excel, Power Point, Outlook and Internet)

PERSONAL SKILLS

- ✓ Adaptability
- ✓ Communication, negotiation and relationship-building skills
- ✓ Organizational skills
- ✓ HR skills
- ✓ Problem solving
- ✓ Leadership

WORK EXPERIENCE

Batco Group – Senior Paralegal Officer

Beirut, Lebanon

August 2020-Present

- Legal research
- Document preparation
- Perform legal assignments
- Help attorneys acquire the information needed to prepare for hearings, closings, trials and corporate meetings
- Analyze information, perform legal research, investigate facts, draft pleadings and motions, and prepare legal documents and reports
- Prepare legal documents that require an advanced legal knowledge of specific subject areas
- Organizing office procedures relating to other support staff
- Writing and preparing legal documents

Pride Invests SAL

Beirut, Lebanon

Operations and Office Manager

July 2013 – August 2019

- Prepare correspondence, reports, evaluations and justifications as requested.
- Manage office budgets.
- Handle petty cash and check payments related to undergoing projects.
- Handle relations with banks, lawyers and audit firms.
- Delegate tasks to junior employees.
- Ensure that health and safety policies and measures are up to date.
- Monitor day-to-day personnel and administrative operations.
- Handle all personnel matters related to attendance records, leave balance, visa's insurance, license, etc.
- Supervise and monitor the work of administrative staff.

961 Outsourcing (NOKIA) – Nokia Brand Ambassador

Beirut, Lebanon

January 2010 – December 2012

- Increase brand awareness in collaboration with the sales team.
- Provide customer service with extensive knowledge of Nokia products and services.