

**JULIETTE MADI JARROUJ**

**Mobile :** 71 797633, **Home number:** 01-895089

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Fanar, Lebanon

**Personal information:**

**Nationality** : Lebanese  
**Place & Date of Birth** : Abadieh, November 1st, 1974  
**Marital Status** : Married (2 children)

**Education :**

**School 1977-1991** : College de la Sagesse  
Lebanese Baccalaureate (Letters & Humanities)

**University 1991-1994** : College Technique de la Sagesse :  
Official Technical Diploma in Computer Science (TS3)

**Professional Experience :**

June 2010 - Present

**ELK Group of Companies:**  
**Personal Executive Assistant**

- Attending to administrative issues of all Group-owned companies in Lebanon and Abroad
- Carry out management & administrative functions
- Receive and sort daily mail/deliveries in the Chairman's Office
- Manage the Chairman's agenda and meetings
- Manage phone calls and correspondence (e-mail, letters, packages etc.) for the Chairman
- Interact with directors and managers and carry out their requests
- Handle and communicate travel arrangements and itinerary for the company directors and employees
- Keep up-to-date all documents relative to administrative issues
- Assist in planning and arranging events
- Handle petty cash expenses and order office supplies as needed
- Draft, format, print, photocopy and file relevant document
- Perform any other task as requested by the Chairman

January 1998 - April 2010

**Ste Georges Tabet & Fils**  
**Personal Executive Assistant**

- Manage Foreign/General Correspondence with suppliers
- Manage reception area and attend visitors
- Manage staff expense requests
- Manage Suppliers files and Purchasing Orders
- Dealing with Customers
- Create and update records and databases for suppliers & customers
- Data Entry and invoicing (BIG Software)
- Assistant Accounting:
  - Salaries, JV, PV, RV,
  - Sales Control (BIG Software)
  - Stock entries and control
  - Inventories

January 1995 - January 1998

**St. Georges Hotel (Head Office)**  
**Administrative officer (for Mr Fady El Khoury)**

- Answer phone calls and manage e-mails and inquiries for the Chairman
- Perform administrative tasks such as filing, photocopying, scanning, faxing, typing or data entry
- Manage the Chairman's agenda and meetings

July 1994 - December 1994

**Byblos Insurance Co**  
**Operator**

- Underwriting Department
- Dealing with Customers
- Create and update records and databases for customers

June 1993 - December 1993

**OEP (Office Equipment Products)**  
**Operator**

- Stock Department
- Dealing with Customers
- Create and update records and databases for customers

**Languages :** Fluent in English, French and Arabic

**Computer Literacy:** Microsoft Office Suite (Outlook, Excel, Word, Power Point)

**Hobbies :** Music - Swimming