



Cynthia Helou

Executive Assistant

CONTACT

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Beirut – Ashrafieh

EDUCATION

American Center – English courses
2013- 2014

Science Economy – High-School
Lycée Laure Moughaizel
2009/2013

EXPERTISE

Detail-Oriented
Organization
Teamworker
Multi-Tasking
Time Management
Adept In Technology

PROFILE

- Executive Assistant with 5+ years of experience in preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality.
- Expertise in Microsoft Office and PIMS systems.
- Hard-Working, motivated and enthusiastic employee.
- Looking to leverage my knowledge and experience with a forward moving company.

PROFESSIONAL EXPERIENCE

*Executive Assistant

Amber Consulting / May 2021 – December 2021

Responsibilities:

- Assist the Executive Director with daily schedule and duties, to include managing his calendar, commitments, and travel arrangements (planning itineraries, developing agendas and meeting materials, reporting expenses, etc.).
- Contacting suppliers and clients.
- Provide general administrative support.
- Answering and managing incoming calls.
- Arranging meetings and conference calls (including coordinating all meeting logistics, developing agendas and meeting materials, etc.).
- Drafting correspondence and presentations (Market studies and Clients Company Profiles in PowerPoint format).
- Recording, transcribing, and distributing notes/minutes of meetings; and providing other daily support to staff as needed.
- Managing and following up with teams on their tasks.
- Managing the inventory of office supplies, ordering additional supplies as needed and ensuring that costs are appropriately managed.
- Reporting to the management regarding the absence of the employees.
- Posting position openings to job sites and managing flow of incoming candidate applications.

VOLUNTEER EXPERIENCE

Vice President of Marketing

Injaz Organisation – 2011

Student Advisor

United Nation (UN) / at LAU
(Lebanese American University)
2009 - 2011

***Reference available upon
request**

*Administrative Assistant

TCI – Proscan Dental Lab / 2018 – 2021

Responsibilities:

- Act as the point of contact among executives, employees, clients and other external partners.
- Preparing financial statements, reports, invoices, quotations, purchase orders, inventories and other documents.
- Manage executives' calendars and set up meetings.
- Manage workshop and Doctors schedules.
- Rack daily expenses and prepare monthly, weekly and daily reports.
- Performing office duties that include ordering supplies and managing a records database.
- Organize and maintain the office filing system.

*Administrative Assistant

Signs & Beyond / 2015 – 2018

Responsibilities:

- Act as the point of contact among executives, employees, clients and other external partners.
- Preparing financial statements, reports, invoices, quotations, purchase orders, inventories and other documents.
- Manage executives' calendars and set up meetings.
- Manage workshop schedules.
- Handling all tasks related to Human Resources Department
- Rack daily expenses and prepare monthly reports.
- Performing office duties that include ordering supplies and managing a records database.
- Organize and maintain the office filing system.

*Administrative Assistant

Terra Cool / 2013 – 2015

Responsibilities:

- Act as the point of contact among executives, employees, clients and other external partners.
- Preparing financial statements, reports, invoices, quotations, purchase orders, inventories, transfers and other documents.
- Manage executives' calendars and set up meetings.
- Rack daily expenses and prepare - Organize and maintain the office filing system.

*Administrative Assistant

Zapa Management Group – Couqley restaurant/ 2013 - 2014

Responsibilities:

- Act as the point of contact among executives, employees, clients and other external partners.
- Handling phone calls / Reservations.
- Organize and maintain the floor plan and reservations,
- Solve Customer Problems.
- Prepare daily reports