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10 Aug 1983

AMIRA KHADDAJ

Lebanon, Mount Lebanon, Al Bannay



OBJECTIVE

Accomplished ,Administrative assistant with 6+ years experiance in simultaneous interpretation and commercial correspondence, processes impeccable writtine and verbal communicational skills beside excellent interpersonal skills

SKILLS

fluent English

fluent Arabic as mother toungue

Good Russian speaking and reading

I have experiance and skills in :

Microsoft excell

word and powerpoint

fast typer

fast research skills

INTERESTS

reading novels and articles

music

computer and technology

EXPERIENCE

Al Bader Est (M&M)

2004 - 2007

office manager

Responsible of contracts with base oil suppliers and chemical additives...responsible of commercial correspondence with forign compaies from different worldcountries..responsible of tanker booking /charter party/..loading and discharge vessles

Sadcob company

2008 - 2009

translator

Translate all kinds of formal contracts and tenders to supply the Syrian Oil ministry with crude oil ...gasoil and gasoline from world wide suppliers

Agri and Trade Arab est

2009 - 2011

Agriculture Manager

Responsible of commercial correspondence with the main suppliers of roses ..flowers..seeds ...seedlings ..fruits and ornamental trees and agricultural tools and materials.. following up and parcil tracking with air and Marine companies ,beside translate different contracts of poultry slaughterhouse and greenhouse materials ...etc

2011 - 2011

Private English teacher

Private lessons in English,Arabic and Math for different grades

Mega Magic summer camp

2020 - 2020

teacher

Arabic..English Teacher

EDUCATION

Damascus university

Passing Year - 2008

Bachelor degree in Translation English/Arabic

REFERENCE

Bilal Bader - General Manager

Al Bader est

sales1@albader-oil.com | 011-6857315

Samer Al Habbal - Chairman

Agri and trade Arab est

00963944236448

Nazim khaddaj - owner

mega magic

megamagicworld@gmail.com