



JANA BARAKY

ADMINISTRATIVE ASSISTANT



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Lebanon



PROFILE INFO

Work and succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

EDUCATION



2019-Present

Master of Banking and Accounting

Lebanese University
M1 Banking and Finance

2016-2019

Bachelor Of Banking and Finance

Lebanese University
Graduated in Banking and Finance

MY SKILLS



- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners
- Strong customer service skills, communication skills
- Time management, problem solving, critical thinking
- Team Working



WORK EXPERIENCE

Administrative Assistant

12/2021-present

Marc Tambe Office (Audit and Accounting)

- Answer phone calls and direct callers to the appropriate party, Greet visitors in a professional manner
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary
- Managing filing system, Helping organize and maintain office common areas.
- Helping in Libanposte and MOF formalities
- Invoicing and follow up with the clients
- Helping Data Entry plus accounting steps

Business Developing Agent

02/2022-07/2022

(Remote job)

Jahani and Associates-NC

- Manage large amounts of outbound and inbound calls and emails in a timely manner
- Handling different topics Identify customers' needs, clarify information, research every issue and provide solutions
- Build sustainable relationships engage customers by taking the extra mile

MY ACHIVEMETS



- “moBy “Injaz Lebanon” (may 2019)
- “Steer your Career” By “Injaz Lebanon” (December 2018)
- “Personal Finance” By “Injaz Lebanon” (May 2018)
- “Head Start: Boosting Your Employability” By “Injaz Lebanon” (31 march 2018)
- Win a competition in the Lebanese Women’s Rights Committee (15 April 2015)
- “Arts and Science Fair” by “LAU University” (2 April 2015)
- “Youth Career towards Successful Community Workshop” (24 October 2015)

Estimating and Pricing

06/2021-09/2021

Antranik Baljian and Sons

- Pricing, estimating and studying designed files
- Sending priced files to clients, confirm them and send them to production
- Fracture files after finishing from production and get paid from customers on their jobs
- Follow up with clients regarding unconfirmed files, and uncollected goods
- Working on accounting bases files (Credit and Debit entry to system, entering mew items to stock..)
- Helping production department with finishing files and opening new jobs
- Got training with SSBO (sales support) position

Cashier-Stock Controller

12/2020-06/2021

Casa Ossa

- Answer customers’ questions about merchandise and advise customers on merchandise selection.
- Responsible for operating a cash register; itemize and total customer merchandise selection at checkout counter, and accept cash or charge card for purchases.
- Help ensure the safeguarding of store assets, inventory, and cash.
- Label products with barcode labels.
- Flexibility to perform other duties as assigned.
- Write delivery reports and notes.

Herbalife-Independent Member



REFERENCE

Available upon request