

# ABEER AHMAD ZAATAR

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Age: 28 years' old

Nationality: Understudy

Address: Beirut district, Lebanon

## Professional Objective

Looking for a challenging employment opportunity giving me a chance to develop my personal skills, integrate knowledge and job experience in the Human resourcing, in order to secure a long term career and generating success through it in a healthy team-based environment.

## Education & Training

◇ B.S. in Human Resource

AUL, Beirut. Fall of 2015 Feb 2022

◇ Lebanese Baccalaureate (SE)

Al-Makassed, Beirut. Sep 1997– Jun 2012

## Work Experience

◇ Administrative Assistant/Collection Officer at **AMAC s.a.r.l.**

Beirut, May–2017 till Sep 2021

- Staff attendance and timesheet follow up
- Handling official documents & certifications
- Payroll schedules & reports
- Primary interviews for job applicants
- Collection calls, Receipts Issuing, Bank transactions coordination
- Delivery orders issuing, Invoicing
- Logistic support for the sales team
- Phone dispatch
- Ticketing and travel documents follow up
- Timesheets

◇ Coordinator Personal Assistant at **Silkor Head Office**

Beirut, Nov 2016 – May 2017

- Cash Collections
- Follow up on new branches openings
- Follow up on booking tasks (VISA, Flights, and Hotels) for staff
- Executing payment schedules to suppliers

◇ Branch Coordinator at **Silkor – Down Town**

Beirut, May 2014 – Nov 2016

- Follow up calls with clients
- Upselling & cross selling for products & services
- Appointment booking
- Prospecting

◇ Receptionist & Customer Service Officer at **Kidzmondo**

Beirut, May 2013–May 2014

- Filling client feedback forms
- Phone dispatch
- Filling staff timesheets, and shift scheduling

◇ Assistant Sales Manager at Early Learning Centre (Verdun & ABC Ashrafieh)

Beirut, September 2012– April 2013

- Upselling & cross selling for educational & entertainment toys
- Merchandising
- Orders Issuing
- Shift Scheduling

Personal Skills

- ◇ Good communication skills
- ◇ Good time management
- ◇ Team player, who performs well under pressure
- ◇ Quick learner, with a proactive behavior
- ◇ Languages : Fluent in English and Arabic
- ◇ Computer skills: Microsoft Office Applications (Word, Excel, & PowerPoint), Internet Browsing
- ◇ Lebanese driving license acquired

Activities & Hobbies

Socializing, Swimming, puzzles, Basketball