

## EXPERIENCE

**Selective vanlines Corp** *New Jersey, United States 01/2021 – 08/2022*

### Executive Assistant/ Office Manager

- Handled bookkeeping, payroll, invoicing and accounting support tasks (quickbooks)
- Managed financial transactions (accounts payable and receivable)
- Worked on reports on a daily basis and determining profits
- Established procedures for record keeping
- Managed Florida's sales office, evaluate and manage staff performance
- Researched, resolved and analyzed chargeback discrepancies to result in appropriate credit
- Scanned and filed job orders in an implemented filing system
- Managed office time sheets and shared resources
- Handled travel and accommodation bookings for CEO
- Reported to the CEO
- Prepared operational reports and schedules to ensure efficiency
- Monitored and maintained office supplies inventory
- Assigned and monitored clerical, administrative and secretarial responsibilities

**Flat6Labs Beirut** *Beirut, Lebanon 11/2017 – 8/2020*

### Office Manager

- Assigned and monitored clerical, administrative and secretarial responsibilities and tasks among office staff
- Managed itinerary bookings and accommodation for CEO-CFO-CHAIRMAN
- Acted as a personal assistant to Managing Director and CEO
- Managed calendar for CEO and Managing Director
- Conducted research to prepare, gather, and proof briefing materials, and agendas for all meetings
- Handled company operations and logistics for internal/external events, sessions and workshops
- Allocated resources to enable task performance
- Assisted in bookkeeping, invoicing and accounting support tasks
- Coordinated office staff activities to ensure maximum efficiency
- Managed office budget, purchase orders and procurement
- Managed office time sheets and shared resources/ Designed and implemented filing systems
- Prepared operational reports and schedules to ensure efficiency
- Reviewed and approved office supply acquisitions & purchases in addition to monitoring inventory
- Maintained a safe and secure working environment/ Managed internal staff relations
- Managed personnel files and made sure they are up to date and secured

**Metro PCS/ Speedlinellc** *New Jersey, United States 07/2015 – 09/2017*

### Office Manager

- Developed alert system for incoming requests/ Monitored emails
- Located and attached appropriate files to incoming correspondence requiring replies
- Assisted with team support for maintenance and organizational employee errands
- Created expenses reports, budgets and filing systems
- Worked on 4 separate bank accounts for 4 states, each bank had 10 accounts
- Processed payroll/ bonus and commission based on monthly sales
- Handled vendor relations/ Maintained an internal client filing system
- Set travel and accommodation plans
- Book-keeping: Record all income and expense transactions (accounts payable and receivable)
- Frequently used word processing, spreadsheet, database, and presentation software
- Worked on reports on a daily basis and determined profits

## SKILLS

- Procurement and vendor relations
- Management skills
- Tech Savvy
- MS Office Suite
- Customer Service
- QuickBooks
- Bilingual- Arabic
- Google Suite

## EDUCATION

*10/2012 – 06/2015 Lebanon* **Bachelors in Business Administration - Sidoon University**