

Badira Saadieh

Legal Administrative Assistant



WORK EXPERIENCE

Sep 2021-
present

Legal Administrative Assistant

At Ogero

Lebanon

- Support paralegals and lawyers in legal environment
- Conduct legal research
- Draft documents of various legal disciplines
- Manage schedules
- Ensure the efficient and effective administration of the office (including all administrative tasks)
- Compile , proofread and revise drafts of legal documents and reports
- Daily record keeping with electronic and hard copy filing of documents
- Create and organize information , and generate reference tools for easy use by the office
- Prepare and format legal and management reports
- Maintain and update databases and tracking systems
- Respond to all case- related queries
- Ensure efficient and administrative information and assistance

June 2017 -
Sep 2021

Administrative Assistant

At Ogero

Lebanon

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Screening phone calls and routing callers to the appropriate party.
- Generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Assist in writing Arabic official correspondence with different Lebanese ministries.

May 2015 -
Nov 2015

Information Field Assistant

At Norwegian Refugee Council (NRC)

Lebanon

- Mapping of services: collecting information on NGOs that reaching beneficiaries in BML.
- Performing GIS and IIS when being in the field.
 - Following up all the cases registered on our Database and monitor their development
 - Counselling over the phone when receiving calls via Hotline.
 - Filling Intake forms and registering them in our database.



WHY ME?

I am an experienced Legal Administrative Assistant seeking a full time position in the field of Legal and Human Rights Field, where I can apply my knowledge and skills for continuous improvement.



SKILLS

Social Media
analysis

● ● ● ● ● ●

Microsoft Office

● ● ● ● ● ●

Communications
documentation

● ● ● ● ● ●

Organizational skills

● ● ● ● ● ●

Social Skills

● ● ● ● ● ●

Computer Proficiency

● ● ● ● ● ●

Time Management

● ● ● ● ● ●

● ● ● ● ● ●

● ● ● ● ● ●



LANGUAGES

English

● ● ● ● ● ●


French

● ● ● ● ● ●

Arabic

● ● ● ● ● ●

Dec. 2014-
March 2015

- **Field Enumerator**  Lebanon
At ACTED (Agency for Technical Cooperation and Development)
 - Ask questions in accordance with instructions to obtain various specified information, such as person's name, address, age, or state of residency.
 - Contact individuals to be interviewed at home, place of business, or field location, by telephone, mail, or in person.
 - Identify and report problems in obtaining valid data.
 - Meet with supervisor daily to submit completed assignments and discuss progress.
 - Explain survey objectives and procedures to interviewees and interpret survey questions to help interviewees' comprehension.
 - Compile, record, and code results or data from interview or survey, using computer or specified form.
 - Identify and resolve inconsistencies in interviewees' responses by means of appropriate questioning or explanation.
 - Review data obtained from interview for completeness and accuracy.
 - Prepare reports to provide answers in response to specific problems.

Aug 2013 –
Nov 2014

- **Regulatory Advisor**  Lebanon
At Najd Madi Real Estate
 - studying legal documents
 - gathering, evaluating, organizing, managing and collating information in a variety of formats
 - ensuring compliance with Lebanese regulations
 - keeping up-to-date with changes in regulatory legislation and guidelines
 - analyzing complicated information, including trial data
 - offering advice about company policies, practices and systems
 - obtaining marketing permission



EDUCATION

2017 - 2021

- **Planning and Management Law - MBA**
At Lebanese University – Hadath Campus  Lebanon

2009 - 2013

- **Law – BA**
At Lebanese University – Saida Campus  Lebanon

CONTACTS



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