



Mayssam Nader

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Summary

Dedicated & enthusiastic person, with over 15 years' experience in performing administrative, accounting, purchase, booking and general services tasks.

Professional Experience

- **General Services Officer Bank of Beirut Oct 2016 till Jul 2023**
 - Account Payables/Stock Inventory
 - Managing assets System (purchase/sale/transfer/depreciation/reports assessment)
 - Contracts renewal (maintenance/repairs/security...)
 - Arrange rental renewal payments.
- **Public Relations assistant Bank of Beirut Apr 2016 till Oct 2016**
 - Daily Clerical tasks
 - Arrange Travel Bookings
 - Take minutes of meeting and prepare summary of meeting.
 - Assist in Events organization.
 - Coordinate with marketing department regarding events
 - Scheduling Manager meetings and daily calendar
- **Administrative Assistant Luxury Clothing Company Sep 2012 till Apr 2016**
 - Daily Clerical tasks
 - Arrange Travel Bookings
 - Take minutes of meetings
 - Scheduling manager meetings and calendar
 - Prepare sales reports.
- **Buying Administration officer Virgin Megastores Sep 2008 till Mar 2012**
 - Products Data Entry
 - Products update
 - Inventory management
 - Sales & Inventory reports preparation

