

Mayssam Nader Date of birth: 03/30/1988

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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

Pharmacist Assistant Gannage Pharmacy

Jan 2016 till May 2016

- > Taking care of administrative side of the pharmacy
- > Taking customer phone calls
- Managing cash register

Certificates & Diplomas

- Executive Master in Business Administration La sagesse university till date
- Bachelor in Biology Lebanese University June 2010
- Advanced course in Microsoft Excel
- Time management certicate

<u>Languages</u>

- Arabic Native
- French Fluent
- English Fluent

<u>Skills</u>

- Computer Skills:
 - > Microsoft Team, Outlook, Powerpoint, Excel, word
 - ➤ Working on Oracle & Dolphin & BankmasterSystem
- Communication skills
- Teamwork skills
- Time management skills
- Presentations skills
- Finding solutions to any sudden work incident

Hobbies

Yoga, Traveling, Tennis

References

Available upon request