

Nagham Saati

Admin Assistant / Basic Accountant /Graphic design /social media

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Summary

A dynamic and highly motivated and Ambitious graduated with a good knowledge. Effective at development and work as a part of a team under pressure to meet challenging deadline problems, with a firm commitment towards gaining industry expertise and helping companies accomplish precision -focused forecasting. 7+ years of experience working as Administrative Assistant.

Place & Date of Birth: Beirut ,June 6-1994

Nationality : Lebanese

Marital statuts: Single

Professional Experience

Alumtech- Bchamoun, Lebanon

Administrative Assistant And graphic design,

March 2022 –May 2025

- Duties: Maintain employee and customer database create and modify employee profiles, send email and invoices to clients, issue payment authorizations to vendors, schedule meeting, and assist sales team members with travel arrangements.
- Directed incoming customers. Placed and followed up with service orders. Stock control-inventory and record items.
- Design daily posts in the Instagram and Facebook account,assist with design and utilizing Adobe and Photoshop.

Lebanono Real Estate -khalda

Admin assistance and Marketing -Social media ,sales

June 2021-March 2022

- Responsibilities keep tracks all transaction documents in client database ,monitoring and notifying clients
- .served as point for client relations .Handling all social media page such as facebook ,instagram... and edit photos in photoshop with strong marketing strategy.

FCG ME SAL

Administrative Assistant, accounting and basic logistic

July 2017–June 2021

- Scheduled appointments, called clients for confirmation, placed orders for construction supplies, issued badges and nametags to employees and visitors, maintained client database and price sheets, composed and edited
- emails and other communications. Ordered office supplies.

Private Teacher

June 2017 February 2021

- Provide one-on-one educational assistance to elementary and secondary school students, help children (grades 1 – 8) improve their skills in reading, writing or math.

BSL Bank- MarElias

Training as a teller ,

July2016-Aug.2016

Waleed Itani for sanitary ware – Beirut

Call center and basic Accounting,

Handle customer calls ,and keeping the customer update .Recommended initiatives to improve customer experience, multitasking skills.

April 2014 –June 2015

Fakhani Company Khalda,

Sales and team Leader

June2012 November 2013

Present understanding of branding and sales targets, with the underline importance of team work.

Education

Arab Open University -AOU

Bachelor of Business Management Aug,2016

Abdullah Al Allele public school

Lebanese Baccalaureate in Social and Economic 2012-2013

Amidest from USA Education Embassy In Beirut ,English Access Micro scholarship program **2010-2011**
Awards

Game for sport -Training course June2023/Nawaya sep 2023	The Lebanese Center for Civic Education in the Project Citizen Training and Showcase Aug 2011	Certificate of Achievement in INJAZ for “Leadership Program” October 2011. Reference available upon request
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Skills

- Written & verbal communication . Organization.& Time management Team work Problem. .
- Solving. . .
- Marketing Social Media Management All Microsoft office -Photoshop AutoCAD

Languages

Arabic Native	English Advanced	Turkish Beginner
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