

AMAL NASSAR

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PERSONAL PROFILE

Experienced Administrative Assistant with 10+ years in client-centric office operations, known for efficiency, organization, and effective communication.

SKILLS

- Office Administration & Coordination
- Client & Vendor Relations
- Event Planning & Organization
- Record Keeping & Documentation
- Microsoft Office Suite & Data Entry

PROFESSIONAL EXPERIENCE

OFFICE ASSISTANT, JT+PARTNERS | Sep 2022 - Sep 2024

Managed office operations, coordinated vendor services, maintained expense records, and organized events and meetings.

RECEPTIONIST, LACECO | Jan 2019 - Oct 2021

Handled calls, welcomed visitors, coordinated business trips, and ensured proper documentation for administration tasks.

RECEPTIONIST, VERDUN MALL | Oct 2015 - Jan 2018

Managed reception duties, legal documents, digital and hardcopy filing systems, and supported leasing and collection departments.

ADMINISTRATION COORDINATOR, BOECKER PUBLIC HEALTH | Sep 2014 - May 2015

Handled calls, managed front office correspondence, maintained supply orders, and supported marketing and sales teams.

ADMINISTRATIVE ASSISTANT, ASKDECO | Mar 2012 - Mar 2014

Coordinated meetings and events, managed logistics, and provided general office support.

OFFICE COORDINATOR, ZAWYA | Jan 2010 - Nov 2011

Organized office procedures, maintained inventory, coordinated events, and supported HR and procurement cycles.

ASSISTANT TO THE CEO, CEDARCOM | Aug 2008 - Sep 2009

Managed CEO's calendar, travel logistics, correspondence, and administrative responsibilities.

RECEPTIONIST, CEDARCOM | Nov 2007 - Jul 2008

Handled incoming calls, managed mail, and supported meeting logistics and office maintenance.

EDUCATION

NATIONAL CENTER FOR VOCATIONAL TRAINING | 2002 - 2003

Diploma in Microsoft Office, Computer Literacy & Secretarial Course

GHOBEIRY OFFICIAL SECONDARY SCHOOL | 2001

Elementary and Secondary Education

LANGUAGES

- English (Proficient) | - French (Intermediate) | - Arabic (Native)

REFERENCES AVAILABLE UPON REQUEST