



Rami Safa

Resume

Career Objective ▼

Seeking a dynamic position which will provide an opportunity for me to prove my capabilities and pursue a career, while utilizing my expertise and strong administrative, managerial, analytical, interpersonal and communication skills.

Personal Information

Nationality: Lebanese
Resident of: Beirut, Lebanon
Birth date: Nov 21, 1982
Gender: Male
Marital Status: Married
Contact Number: +961-71-176660
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Email address: rami.safa@gmail.com

Competencies ▼

- Established expertise & knowledge of all facets of accounting and administration management
- Ability to delegate and motivate people
- High level of team management skills
- Process orientated
- Excellent communication skills
- Budget management
- Ability to manage and meet multiple deadlines concurrently
- Excellent time management skills
- Flexibility, determination, enthusiasm and the ability to cope well under pressure

Professional Experience ▼

- Alghad TV	Beirut Bureau Manager	Apr, 2023 – May, 2025
- Al Araby Television Network	Beirut Bureau Manager	Oct, 2019 – Jan, 2023
- INFOPRO	Office Manager	Feb, 2016 – Sep, 2019
- Media World Services	Administrative Manager	Oct, 2013 – Jan, 2016
- Al Jazeera Media Network	Executive Secretary	Jan, 2010 – Aug, 2013
- Screen Production	Management Coordination	Dec, 2006 – Dec, 2009
- Event L.L.C	Share Holder/Floor Manager	May, 2005 – Aug, 2006
- Beirut International Airport	Supervisor at Goodies	Jul, 2003 – Oct. 2003
- Virgin Mega Store	Cashier then Cash Controller	Oct, 2002 – Jun. 2003

Responsibilities ▼

Reporting to External Bureaus Manager and Financial Manager at HQ, my responsibilities at **Alghad TV** included:

- Administrative and Financial Manager for Beirut Bureau.
- Drafting and implementing the crew's deployment and evacuation plans during war/emergency (Distribution locations, logistics, team safety, permits, communication. ext.)
- Responsible for drafting and implementation of the company policies and procedures.
- Approval of monthly funds request.
- Approval of salaries and all company payables before being processed.
- Finalize and approve all Beirut Bureau-related contracts (Suppliers, Providers, Freelancers, Experts).
- Approval of the Financial modules, HR modules, and Procurement modules on SAP (PRs & Pos).
- Representing the company at the official institutes.
- Safe keeping the network funds.
- Interviewing candidates for open posts in Beirut Bureau.
- Any other Production and Operational tasks.

Reporting to Head of Support Services at HQ, my responsibilities at **Al Araby Television Network** included:

- Administrative and Financial Manager for Beirut Bureau.
- Responsible for drafting and implementation of the company policies and procedures.
- Approval of monthly funds request.
- Approval of salaries and all company payables before being processed.
- Finalize and approve all Beirut Bureau related contracts (Suppliers, Providers, Freelancers, Experts).
- Approval of the Financial modules, HR modules, and Procurement modules on SAP (PRs & Pos).
- Representing the company at the official institutes.
- Safe keeping the network funds.
- Interviewing candidates for open posts in Beirut Bureau.
- Any other Production and Operational tasks.

Reporting to General Manager, my responsibilities at **INFORPO** includes:

Office Management duties:

- Office management, fixing.
- PA for GM.
- Issue invoices and receipt as well as assigning the collection.
- Office Budget.
- Purchasing.
- Logistics.
- Events coordination.
- Follow up on maintenance contracts of the company.
- Supervising the receptionist along with the company couriers.
- Responsible for the stock of office supplies.
- Managing the Filing system of the company: opening new files, updating files.
- Ticketing, Car Rental, and Hotel Reservations.
- Assisting the charity organizations that are supported by our company in their campaigns and legal renewals.
- Coordinate with the copy center for any services needed.

Production duties:

- Coordinate internally with the editorial and graphic design on the delivery date of the magazines to the printing press.
- Coordinate with the printing press on the date of delivery of the plotter and the magazines
- Coordinate with the printing press on any commercial company material needed to be printed.
- Coordinate with the printing press on any special operation requested by the client.
- Make sure that the printer returns the color proofs of the ads to the company after each issue

Distribution duties

- Prepare the monthly detailed plan of each magazine and send it to the printer with quantities.
- Print labels for the subscribers.
- Coordinate with the distributors and the shipping company on the date of distribution and shipment.

- Make sure that the quantity of magazines printed is received by all distributors local and regional.
- Get the General Security Clearance document from LDC to both magazines.
- Inform KSA and UAE on the dates of shipments arrival and the quantities.
- Track small shipments by DHL, Aramex, etc.
- Dispatch subscription receipts and manage the collection reports.
- Responsible for updating the free mailing list.
- Any task required by the management.

Reporting to Managing Director, my responsibilities at **Media World Services** includes:

- Accounting tasks and administrative leader.
- Drafting and implementing the company's administrative policies and procedures.
- Record-keeping for various expenses and suppliers' accounts (checking the invoices and following up on statements of accounts).
- Decision Making.
- PA for MD.
- Payroll.
- Calculating and modeling the external and internal missions and projects.
- Completion of all transactions in the relevant official institutions and ministries.
- Responsible for property, equipment and automotive.
- Outsourcing companies based on best offers.
- Sending parcels and clearing formal procedures for different kinds of transactions.
- Purchasing.
- Planning.
- Drafting various correspondence and official letters.
- Constantly monitoring staff attendance and preparing monthly schedules.
- Organizing staff files.
- Other administrative and organizational tasks.

Reporting to Regional Bureau Manager, my responsibilities at **Al Jazeera Media Network** included:

- Accounting and administrative team leader for Al Jazeera's offices in Beirut.
- Decision making.
- PA for Bureau Manager.
- Safe-keeping the network fund (Al-Jazeera Arabic Channel, English Channel, and the sports channel).
- Record-keeping for various expenses and suppliers' accounts (checking the invoices and following up on statements of accounts).
- Calculating and modeling the external and internal missions for Beirut Bureau staff and setting up their bank transfers.
- Obtaining visas for Beirut Bureau staff as well as for colleagues coming to Lebanon.
- Completion of all transactions in the relevant official institutions and ministries.
- Booking hotel rooms and air tickets based on best offers.
- Responsible for property, equipment and automotive insurance, as well as periodic inspections and "Mecanique" fees.
- Outsourcing companies based on best offers.
- Calculating and transferring the guests' participation fees.
- Sending parcels and clearing formal procedures for different kinds of transactions.
- Purchasing office supplies (hospitality, stationery, different needs, etc.)
- Drafting various correspondence and official letters.
- Constantly monitoring staff attendance and preparing monthly schedules.
- Organizing staff files and monitoring their vacations.
- Other administrative and organizational tasks.

Languages ▼

Arabic: Mother tongue

English: Full working proficiency

French: Limited working proficiency

Computer Skills ▼

Experienced with Microsoft Office (Word, Excel, PowerPoint, Outlook)

Education ▼

Lebanese International University (LIU)	Bachelors – Business Management	Feb, 2008
Lebanese University	3 rd year Lebanese law	July, 2004
Sabbah High School	Diploma – Social Economics	Jul, 2001

Projects during the period of education ▼

- **Strategic management in the Lebanese Canadian Bank**
- **Customer service management in the Lebanese Canadian Bank**
- **Human resource management in the Lebanese Canadian Bank**
- **Total quality management based on ISO 2001 in the Lebanese Candian Bank**
- **Market research study about lunching the LE CARDE service from TOTAL**
- **Development of banking services in Lebanon diagnoses and the technological effect of banking sector**

Recommendation:



جامعة اللبنانية الدولية
LEBANESE INTERNATIONAL UNIVERSITY

Thursday 06 Mar. 2008

Subject: reference letter

To whom it may concern

I wish to confirm that the student **Rami Mohamad Safa** has attended 5 of my courses "Management & Organization theories, Human resources management, Business ethics, Customer Service and Strategic management". He has shown an interesting amount of creativity, work perseverance, deep analysis, important syntheses and motivation. He participated to individual and team assignments. He has shown a good amount of energy, leadership and perseverance. We think he will be an asset for any ambitious company or research academy.

We wish him best luck

Kind regards



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