



# RIM AYACHE

## Back Office Administrator

### Contact

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### Profile

Detail-oriented and versatile Administrative and Human Resources professional with experience in recruitment, employee records management, scheduling, payroll coordination, and HR reporting. Proven ability to support daily office operations while maintaining confidentiality, accuracy, and compliance. Strong organizational and communication skills with a client-focused approach, well-suited for fast-paced corporate and professional environments.

### Education

**Technical Baccaureate in Accounting & Computer Science**  
**Bybblos Institute**  
Graduated 2013

**Bachelor of Business Studies with Finance**  
**Arab Open University**  
Graduated 2021  
(GPA: 3.26)

### Experience

**Human Resources Manager**  
**AGS International solar solution**  
April 2023 to January 2025

- Managed recruitment processes, maintained accurate employee records, updated policies and instructions, and generated HR reports and analytics to support decision-making.
- Monitored employee performance, supported succession planning, and organized team-building and engagement initiatives to enhance workforce effectiveness.

### Skills

- Client Acquisition
- Detail Oriented
- Negotiation
- Relationship Management
- Employee Engagement
- Sales Strategies
- Communication Skills
- Problem-Solving
- Time Management
- Organizational Skills
- Networking
- Decision-Making
- Team Collaboration

**Administrative & Cardiovascular Assistant**  
**Dr. Saad Abou Ali Clinic**  
August 2020 to September 2022

- Conducted patient preliminary assessments, documenting vital signs and vascular data accurately to support medical diagnoses.
- Performed Resting and Exercise ECGs, installed Holter monitors, and prepared patients for Echo Cardio Doppler procedures.
- Handled clerical and administrative duties, including appointment scheduling and accurate medical record documentation using Laserfiche software.

**Back Office Administrator**  
**Middle East Granite s.a.l**  
June 2016 to December 2017

- Managed accurate data entry, updated payroll records, handled petty cash, and maintained employee payments, advances, and loans using Socrates software.
- Analyzed project expenses, prepared delivery notes, and supported monthly bank reconciliations.
- Coordinated with customers and suppliers, ensuring accurate documentation and timely financial processing.

### Language

- Arabic (Fluent) ●●●●●○
- English (Fluent) ●●●●●○
- French (Basic) ●●○○○○

### References

**Dr. Saad Abou Ali**  
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**Aous Sakr**  
AGS International / Owner  
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