

Elida Chamoun

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Professional Summary

Highly organized and results-oriented Office Manager with 10+ years of experience in administrative operations, office budgeting, investment analysis, and team leadership. Proven track record of optimizing workflows, enhancing client satisfaction, and implementing effective administrative systems. Adept in vendor management, sales, digital marketing, HR management, scheduling, and facilities coordination.

Professional Experience

Insurance advisor at SNA insurance Lebanon

Aug 2025 – till now

- Advise clients on life, health, motor, and property insurance policies based on their needs and risk profiles.
- Assess client financial situations and risk profile to recommend suitable coverage plans.
- Explain policy terms, coverage limits, exclusions, and claim policy renewals and customer retention.
- Process insurance applications and ensured accurate documentation

Office Manager at Azentio Offshore Lebanon

Dec 2021 – Sep 2024

- Oversaw all administrative operations using systems like Orion, Microsoft Office Suite.
- Coordinated executive calendars and ensured smooth office workflows.
- Managed budgets, procurement, and vendor contracts to optimize operational costs.
- Handled office maintenance (AC, alarm systems, CCTV, electrical, plumbing) and led renovation projects and managed facilities upgrades.
- Enhanced customer satisfaction through relationship building and responsive service.

Office Manager at Path Solutions Offshore Lebanon

Jul 2018 – Dec 2021

- Led daily office functions and provided administrative support to senior staff.
- Improved office efficiency and internal communication channels.

Office Manager at Sartoria Italiana Company, Lebanon

2017 – 2018

- Managed sales operations and administrative functions.
- Achieved a measurable increase in sales (percentage figure needed for impact).

Security Supervisor General Security at Beirut International Airport 2001 – 2007

- Ensured the security and safety of passengers and staff.
- Recognized with an award by the Ministry of Interior Forces.

Certifications

- Digital Marketing – Sponsored by CMA-CGM July 2024
- Project Management – LMI (UK/Canada), May 2024
- Critical Thinking & Problem Solving – Succeed and Achieve Learning Center, Apr 2024
- Sales & Business Negotiation – International Academy for Building Capacity, Mar 2024
- Social Media Marketing – International Academy for Building Capacity, Feb 2024
- Human Resources Management – Succeed and Achieve Learning Center, Jan 2024
- Quality Management, Security & Data Privacy Awareness
- Computer and Soft Skills – MEPI USA, May 2018
- Accounting – Mira Training Center, 2001

Education

Master's Degree in Political Science and Administration, Lebanese University, 2003

Technical & Business Skills

- Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams)
- Orion Office Management System
- Accounting & Budgeting
- Financial Analysis
- CRM Systems
- Digital Marketing & Social Media Management
- HR Management • Cost Control
- Entrepreneurship
- Life Insurance Advisory

Languages

- Arabic (Native)
- English (Fluent)
- French (Fluent)