

Jad Beyrouthy

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PROFESSIONAL EXPERIENCE

Gray Mackenzie - Central Warehouse Administrative Assistant Handled daily administrative tasks including filing, data entry, and document preparation. Assisted in coordinating between departments and supporting warehouse operations. Maintained accurate records and ensured smooth office workflow.	Beirut - Lebanon Dec 2024 – Present
Al khudhayri Law Firm Group Public Relations Manager Managed communication between the law firm and clients to ensure a professional public image. Assisted in client relations, follow-ups, and coordination with internal teams. Supported marketing and representation activities when needed.	Saudi Arabia Jan, 2024 – Jun, 2024
Via verde Front Office Welcomed clients and managed front desk operations in a professional manner. Handled calls, appointments, and basic administrative duties. Ensured organized customer flow and positive first impressions.	Beirut - Lebanon Sep, 2020 – Sep, 2021
Mr. Joe Khalil's law office Trainee Assisted lawyers with legal research, drafting documents, and organizing case files. Attended client meetings and court-related follow-ups. Gained practical experience in legal procedures and office operations.	Beirut - Lebanon Oct, 2021 – Dec, 2023 Jul, 2024 – Present

EDUCATION

Leabnese university Bachelor Degree in Law	Beirut - Lebanon
Rawdat el Fayhaa secondary school SAT Diploma holder Diplome d'études en langue francaise Delf b2	Tripoli - Lebanon