



Personal details



Reem El Ayoubi



rreem28.ayoubi@gmail.com



+96176891822



Al Koura-North Lebanon



September 28, 1992



Female



Lebanese



linkedin.com/in/reemelayoubi-301260107

Education

**Bachelor of Business
Administrator in Management**
Sep 2010 - Jun 2014
Beirut Arab University

Skills

Problem solving

Data analysis

Skills Development

Risk management

Interpersonal skills

Detail oriented

Profile

A highly dedicated and efficient individual in multitasking environments with extensive experience in management and improving operational efficiency. Reliable, knowledgeable, and highly organized team player with excellent communication skills. Looking to advance my professional career in a senior position to develop and manage complex and innovative projects.

Employment

Admin and Logistics Officer

Aug 2017 - Present

HATECO SARL, Tripoli-Lebanon/UAE

A leading trading company, key importer, and sole distributor of some of the best international brands in the field of tires, batteries, lubricants, wheels and other related automotive products in Lebanon and the MENA region.

- Reporting to senior management on a regular basis and performing general clerical tasks.
- Handling and routing correspondence to appropriate departments.
- Providing support for project management initiatives.
- Negotiating contracts and acquiring the most cost-efficient deals based on research and comparing costs.
- Responsible for the preparation and issuance of proforma invoices to facilitate pre-sale documentation and shipping documents.
- Remotely handling UAE applications and files that fall under government agencies for business licenses issuance, and keeping up-to-date records of issued licenses and any changes or renewals.
- Remotely handling the necessary procedures to issue employment visas and work permits for new employees, as well as processing residency permit renewals for existing ones in compliance with UAE governmental laws.

General Manager

Apr 2015 - Jul 2017

Miras Fitness Factory, Tripoli

A former leading center in Tripoli consisting of a gym facility equipped for physical training and fitness as well as a diet center providing services focused on nutrition and weight management.

- Support business development, including proposal and budget development.
- Manages the staffing process, including recruiting, interviewing, hiring, onboarding, and payroll.
- Maintain open and professional relations with staff, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions.
- Supervise employees' work and performance including the preparation and monitoring of working hours/shifts
- Ensure the smooth and timely implementation of core center activities including customer intake and registration

Customer Support Administrator

Jun 2014 - Mar 2015

WAFFER SHOP

An online retail company based in Lebanon that delivers a wide range of products such as home appliances, health & beauty, electronics, apparel and more at competitive prices.

Time management

Market analysis

Logistics management

Professional correspondence

Languages

Arabic	●●●●●
English	●●●●●
French	●●●●●

- Performing administrative tasks such as filing, data entry, and transaction, management, and maintaining strong customer relationships through clear communication and product knowledge.
- Handling administrative functions like bookkeeping, accounts payable/receivable, and generating sales reports for forecast analysis and procurement planning.

Certificates

●International Computer Driving License, Feb 2013

ICDL Certificate ver 5.0.

Certification program for computer skills development and demonstrating full competence in the use of common applications such as Microsoft Office, including also word processing, spreadsheet, database, PowerPoint presentation, browser, and electronic mail applications like Outlook.