

Bayan Chatila

Administrative Expert

Beirut | Lebanon

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Dedicated Administrative Expert with 10 years of experience in both public and private sectors. Self-motivated bilingual with excellent coordinating skills, record keeping and relationship-building abilities

WORK EXPERIENCE

Administrative Assistant

Basmeh & Zeitooneh (June 2020-Present)

- Support with daily accountancy tasks (Preparing payments, filling invoices)
- Assist in the preparation of budgets and accounts to donors, as requested follows-up all aspects related to support departments, particularly logistics, finance and administration.
- Lead on hard and soft filing, archiving and recording supporting for both HR and the finance department
- Verify all timesheets on a monthly basis and archiving them
- Support HR department in Payroll preparation and NSSF declaration.
- Follow-up on missing signatures, stamps and documents related to support unit
- Assist in maintaining equipment in good working conditions
- Provide general support to visitors from hotel accommodation, providing per diem and transportation
- Assists with audits or possible inspection regarding timesheets, contracts and IDs.
- Check, monitor sick leaves, holidays and maintaining an updated tracker
- Preparing payments related to consultants, hotels and other
- Maintaining a reconciled petty cash

Office Coordinator

Versailles Pharmacy (May 2019-May 2020)

- Review invoices and purchase orders
- Review weekly SOA for every supplier and customer
- Prepare, organize and store information in paper and digital form
- Submit and reconcile expense reports
- Filing all processed invoices and keep an organized filing system for easy access
- Order office supplies and research new deals and suppliers

Office Coordinator

Future Destination (September 2017-October 2018)

- Review invoices and purchase orders
- Prepare, organize and store information in paper and digital form
- Follow up on office expenses
- Follow up with clients

Administrative Assistant

Millennium Group Services (September 2008-September 2016)

- Manage social calendar including celebration of staff's birthdays and other special occasions
- Answer and direct phone calls
- Submit and reconcile expense reports
- Schedule and coordinate staff meetings and maintain calendars
- Write & edit documents; letters, reports, memos etc.
- Handle sensitive information in a confidential manner

EDUCATION

Bachelor Degree in Banking & Finance (2008)

American University of Sciences & Technology

SKILLS

Budgeting

Office Management

Social Media

Research

Strategic Planning

LANGUAGES

Arabic: Native

English: Full Professional Proficiency