

# Reem Derbas

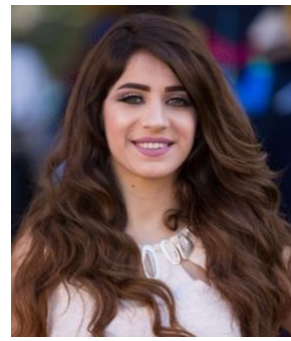
**Cell phone:** +961 81 752546

**Email:** [reemderbas91@gmail.com](mailto:reemderbas91@gmail.com)

**Place of Birth:** Tripoli, Lebanon

**Date of Birth:** 17/7/1991

**Nationality and Marital Status:** Lebanese, Single



## **Objectives**

To bring an added value to an organization and to excel in my work duties by achieving remarkable results.

## **Strengths:**

- Excellent time management skills and ability to multi-task and prioritise work
- My Positive attitude drives me to listen effectively and accept any complaint.
- Persistent and hard working.
- Attention to detail and problem solving skills

## **Education:**

**October 2015-June 2017 :** Master of Business Administration in Management  
Lebanese International University LIU

**October 2012-June 2015:** Bachelor of Business in Management  
Lebanese International University LIU "Honor list"

**September 2009-June 2012:** BT3 Gestion et Informatique  
Actel School .koura. Dahr El Ein

## **Experience:**

**August 2018 – Present:** Office Manager at iServices/SmartPress(web Design,Graphic Design and printing press)

- Organize and schedule meetings and appointments
- Organize office operations and procedures
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Responsible for recruiting staff for the office and providing orientation and training to new employees
- Coordinate office staff activities to ensure maximum efficiency
- Handle customer inquiries and complaints
- Coach, mentor and discipline office staff

**April 2017 – Present:** Sales Consultant in the Life Department at Arope Insurance "Blom Bank Group", Tripoli, Lebanon

**January 2017 - April 2017:** Public Relation Responsible at "Reine pharm" Drug store

**May 2016 - January 2017:** Administrative Supervisor at “Reine pharm “Drug Store koura,Ras Maska, Lebanon.

-Completes operations by developing schedules; assigning and monitoring work, gathering resources, implementing productivity standards; resolving operations problems, implementing new procedures.

-Responsible of hiring process, providing guidance and coaching, evaluating staff members and providing feedback for improvement.

-Managing calendars, responding to email and phone messages, assisting with customer requests and questions, coordinating meetings, compiling meeting materials and documents, creating presentations, and providing executive staff with support as needed.

**October 2015 – May 2016 :** Accountant at “Reine pharm “Drug store koura –Ras maska

**November 2012-October 2015:** Assistant for the school of business at Lebanese International University

-Organizing tests programs

-Preparing graduating students clearances

-Preparing end of semester course files and other administrative tasks

-Issuing letters to institutions for students’ training

### **Training:**

August-September 2015: Training at BML “Bank Misr Lebnan”Tripoli Lebanon

-Loans deals

-Daily Financial Transactions: deposits, withdrawals and other routine financial interactions with costumers.

**July-August 2015:** Training at “BDL” Banque Du Liban , Tripoli Lebanon

-Seminars about all Functions of the bank

-Workshop

**January 2010-May 2011:** Accounting Training in an auditing Office “Abboushi For Auditing” Tripoli, Lebanon

-working on financial statements

-working on daily transactions

**June 2011-May 2012 :** Training at PHD”Pizza Hut Delivery”as cashier, Tripoli Lebanon

### **Skills:**

*Computer skills:*

Excel, Access, Power Point, Adobe Illustrator

*Language skills:*

Arabic, English, French.

*Management Skills:*

Communcation, Problem Solving, Decision Making,Delegation,Coaching,Teamwork

**Reference:** Available upon request