



Maryam AlSaady

Executive Assistant

WORK EXPERIENCE

Line Commercial Officer | CMA CGM - GBS Lebanon

Dec 2022 – Present

- Create proposals and contracts for new accounts
- Create amendments for existing contracts sent by the trade team
- File contracts that have been signed by clients and review digital signatures
- Review contracts validation during the process of filing

Business Assistant | Fatifit Channel

April 2022 – Present

- Managing emails, social media accounts and business website
- Scheduling appointments, and managing calendars
- Managing filing systems, updating invoices and receipts
- Updating business website and editing web products
- Designing banners, posts, stories, and E-books
- Creating marketing campaigns (newsletters, landing pages, etc)
- Updating registrants profiles and memberships
- Supervising and monitoring team members
- Following up on potential business collaborations

Virtual Assistant | Sbeih Virtual Assistance

Nov 2021 – Mar 2022

- Business research and content planning
- Social media management including basic graphic design skills
- Email and accounts management
- Calendar management and appointment handling
- Editing and proofreading
- Invoicing, scheduling, and data entry

Administrative Assistant | Construction Management Solution

June 2021 – Sep 2021

- Assist in day-to-day operations of the office such as filing and setting up meetings
- Organize and schedule appointments and meetings
- Develop and maintain a filing system
- Maintain up-to-date employee personal documents and holiday records
- Prepare and monitor invoices and submit expense reports
- Maintain supplies inventory by checking stock; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies

Customer Service Agent | Zaatar W Zeit

May 2018 – Nov 2021

- Handle customer complaints and feedback through phone calls, social media, and emails
- Identify customers' needs and provide accurate and complete information
- Provide appropriate solutions and alternatives within the time limits to ensure satisfaction
- Keep records of customer interactions, process customer accounts and file cases on CRM software

An experienced business assistant, known for being a hard-worker with a professional attitude. I am adaptable to all challenging situations and have the ability to work under pressure.

CONTACT

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📍 Beirut, Lebanon

EDUCATION

Bachelor of Business Management

Completed in 2021

American University of Culture and Education

SKILLS

- Organizational Skills
- Time Management
- Problem Solving
- Critical Thinking
- Communication Skills
- Marketing Skills
- Team Management
- Website management
- Designing skills