

AMIRA D. JABBOUR

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SUMMARY

Executive Assistant who is skilled at multi-tasking and maintaining a strong attention to details. Employs professionalism and superior communication skills to meet client and company needs. More than 5 years in office management, support staff management, training and supervision, event planning and project handling.

HIGHLIGHTS

- Microsoft Office proficiency
- Proper phone etiquette
- Articulate and well-spoken
- Time management
- Flexible
- Excel spreadsheets
- Professional and mature
- Strong problem solver
- Invoice processing
- Works well under pressure
- Social media knowledge
- Understands grammar
- Appointment setting
- Database management
- Customer service-oriented
- Mail management
- Analytic
- People's person
- Meeting planning
- Travel administration
- Administrative support specialist
- Executive presentation development
- Scheduling
- Good follow up
- Self-starter & Fast learner
- Fluent in English & French
- Excellent researcher
- Professional Photographing
- Knowledgeable Photoshop

ACCOMPLISHMENTS

Supported CEO through personal document management, calendar organization and collateral preparation for meetings. Formally recognized for playing an instrumental role in the implementation of cost savings measures. Coordinated the production of a newsletter. Got involved in technical environment and able to handle technical and software issues even though I had no formal training.

EXPERIENCE

Showtime: (Aug 2007 – Feb 2008) - Secretary

Hawa Satellite: (March 2008 – Jan 2009) - Secretary

IDRAAC: (Feb 2009 – July 2013) – Executive Assistant

- Managed team of 12 professionals.

- Designed PowerPoint presentations for monthly divisional meetings with top-level executives.

- Scheduled Board of Directors meetings and assisted with meeting materials and agendas. Arranged appropriate travel, visas, agendas, necessary contacts and country information. Maintained and coordinated executive and senior management vacation, day-to-day meeting and travel schedules.

- Provided logistical support to visiting executives in coordination with other Executive Assistants.

- Handled and distributed all incoming and outgoing mail.

- Wrote and distributed meeting minutes to appropriate individuals.

- Open, read, and write answers to routine letters.

- Created and maintained computer- and paper-based filing and organization systems for records, reports and documents.

- Approved travel expenses and reimbursement requests.

Path Solutions (December 2013 – May 2014) Executive Assistant for SVP of P.E. Department

- Structuring information

- Drawing diagrams (iDraw, Visio)

- Filing: organized and filed documents for more than 7 departments

- Target process

- Internal and external appointments: scheduled appointments for

- CEO internally and externally. Handle projects: Was responsible for several projects such as preparing a newsletter for

- The product engineering team. I designed, and coordinated the newsletter

- Managed travel documents: prepared documents for Visa, booked tickets, hotel reservations.

- Worked in a very paced environment where I took a lot of heat from Directors and Vice Presidents

- Worked with marketing department on creating designed documents for Target Process

ENGICO (October 2014-March 2015) Executive Assistant for Director

Emails: Reading and answering emails.

Secretarial work: Office management, paper work, phone calls, preparing and scheduling meeting for manager with technicians, or with suppliers.

Accounting: Preparing monthly invoices for generator subscriptions, preparing accounts for projects handled (equipment's costs and technicians fees).

Managing Technician's work and schedules

Preparing Salaries: weekly and monthly basis

Filing

G.A.B. Trading (Aug 2015-Aug 2016) Administrative Assistant – Accountant

Secretarial work: Office management, paper work, phone calls, preparing and scheduling meeting for manager with technicians, or with suppliers.

Accounting: Preparing monthly invoices for generator subscriptions, Preparing invoices for salesmen, receipts and doing accounting work on DASH System. Managing Salesmen

Rooting and schedules

Filing

Laurent Aoun Law Firm & Lebanese Migration Center (Nov 2016 – Aug 2017)

Secretarial Work: Office management, paper work, phone calls, preparing and scheduling meetings

Preparing new files and creating tree families.

Typing all Arabic replying lists for courts

Website managing and collecting data about Lebanese immigrants

Writing articles about successful Lebanese Immigrants and managing Facebook page
Creating new filing system (electronically and Hardcopy)

Ziad Abs Political Campaign (September 2017 – May 2018)

Poultec – The Poultry Technology (May 2018 – Present) Administrative Assistant

Secretarial work: Office management, paper work, phone calls, preparing and scheduling meeting for manager with technicians, or with suppliers.

Travel arrangements, visas, and hotels.

Design PowerPoint presentations, booklets and offers.

Website and newsletter editing.

EDUCATION

Bachelor Degree in Business Administration Systems – Arab Open University

Certificate in Business English – Arab Open University

Certificate in Photo Shooting – Canon 2013

Minor Lessons in Adobe Photoshop