

Patricia Hassouni-Curriculum Vitae

Personal Information:

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Address: Sin El Fil, Lebanon

Marital Status: Single

Objective: To seek new challenges in a progressive organization that effectively utilizes my managerial and communication skills and offers opportunities for advancement.

Highlights of Qualifications

- Excellent communication and interpersonal skills.
- Customer service oriented, organized, reliable.
- Strong self-motivated, enthusiastic, creative team player with strong problem solving and organizational skills.
- Working knowledge of Microsoft XP, MS Office, Power Point and Internet.

Experience:

- Business Office Manager: Ray White International S.A.L. Sin El Fil, Lebanon (June 2013-Current)
- Office Coordinator And Assistant to CEO: Ray White International S.A.L. Sin El Fil, Lebanon (September 2011-June 2013)
- Office Coordinator And Assistant to CEO: Real Estate.com S.A.L. Sin El Fil, Lebanon (September 2011-August 2013)
- Sales Associate and Fashion Consultant 'Azadea Group': Massimo Dutti Le Mall, Sin El Fil (June 2011_September 2011)
- Sales Associate and 'Azadea Group': Zara Le Mall, Sin El Fil (August 2010-May 2011)
- Hayeck Hospital: Work Duration (July 2007-June 2010) Sin El Fil.
- Roum Hospital: University Training: Achrafieh (2005_2008)

Education:

- Lebanese Baccalaureate in General Sciences, Saint Sauveur Ecole Du Couvent Joun (2005)
- Bachelor Degree in Nursing Sciences : Lebanese University (2009)
- CAE :Certificate in Advanced English ,American Lebanese Language Center :Sin El fil (2008_2009)
- CPE :Certificate of Proficiency in English ,American Lebanese Language Center :Sin El Fil (2009_2010)
- Fashion Design : Saint Basile : Dekwaneh (2009_2011)

Professional Skills:

- Microsoft Office Applications
- Mailing
- Internet
- Web and Social Skills
- Graphic and Writing skills
- Spreadsheets
- PowerPoint
- QuickBooks
- Team Orientation
- Responsible
- Work Ethic
- Customer Service Skills
- Word processing and accounting packages
- Accounting
- Secretarial skills
- Management Skills
- Customer Service Skills
- Supervising
- Multi-Tasking
- Organizational Skills

Languages:

- ❖ **Arabic:** Excellent (spoken, written and read)
 - ❖ **English:** Excellent (spoken, written and read)
 - ❖ **French:** Excellent (spoken, written and read)
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Competencies :

- Teamwork; commitment; integrity and personal conduct; sensitivity to diversity
 - Flexibility & adaptability; initiative and direction; interpersonal skills; resilience
 - Proactive and Highly organized
 - Able to work independently and in stressful situations
 - Resourceful and capable to research and source information
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Major Responsibilities:

- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- prepare monthly payroll

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 - Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
 - Contributes to team effort by accomplishing related results as needed
 - Organize and assist the daily activities and workload of the CEO
 - Prepare presentations using Excel, PowerPoint and Word documents
 - Follow up on Marketing and advertising requirements
 - Setup and coordinate meetings and conferences.
 - Research, price, and purchase office furniture and supplies.
 - Maintain confidential records
 - Develop and maintain a proper structure of company's hard copy and electronic filing system.
 - Meet with individuals, special interest companies and others on behalf of the CEO.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies and verifying receipt of supplies.
- Prepare Salaries ,Invoices and Receipts (Accounting And Reporting)
 - Answer general phone inquiries and emails using a professional manner and direct them to appropriate members

Hobbies: Reading, Socializing, Traveling, Hiking, Movies.

References: Available upon request
