



Sawsan El-Abed

Administration Specialist



elabedsawsan@gmail.com



00961 70 817 970



Beirut, Lebanon

October 01, 1971, Married

Introduction

As a skilled administrative professional with more than twenty five years of experience performing comprehensive support functions and coordinating office operations, I am positioned to make a significant contribution to your company in this role. My skills in general office administration have been finely honed, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my qualifications would be most welcome.

Skills

Organization and planning	<div></div>
Communication and interpersonal skills	<div></div>
Accuracy and detail orientation	<div></div>
Time management and multitasking	<div></div>
Work prioritization	<div></div>
Teamwork	<div></div>
Computer proficiency	<div></div>

Interests



Expertise

My background in developing office policies, generating business reports, and coordinating cross-department collaborations has prepared me to greatly impact the previous corporations. With my insightful ability to stimulate effective communication and organizational procedures, I excel at managing projects, orchestrating special events, and providing an exceptional level of service while partnering with all levels of management to support corporate goals and objectives.

Expertly supporting up to 18 senior-level staff members with a full range of administrative functions including correspondence, calendar management, document processing, special projects, records management, travel arrangements and suppliers liaison.

Achieving business-development efforts and facilitating communication between multiple departments for optimal efficiency.

Performing numerous, competing tasks while optimizing workflow and maximizing productivity.

Demonstrating exceptional organization, time management, and editorial talents.

Personal Data



BT3 Computer
Science –Arabian
Institute



Excel, Word, Power,
Visual Basic, Keynote



Over 25 years
experience in
Administration

Languages

English	Arabic	French
★ ★ ★	★ ★ ★	★
Fluent	Fluent	Basic

Timeline

