

Sawsan El-Abed

Administration Specialist



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optimal efficiency.



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Beirut, Lebanon

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

My background in developing office policies, generating business reports, and coordinating crossdepartment 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

Expertise

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

Demonstrating exceptional organization, time management, and editorial talents.

Communication and

interpersonal skills

Organization and

planning

Accuracy and detail orientation

Time management and multitasking

Work prioritization

Teamwork

Computer proficiency

Personal Data



BT3 Computer

Science - Arabian

Institute



Excel, Word, Power, Visual Basic, Keynote



Over 25 years experience in Administration

Interests









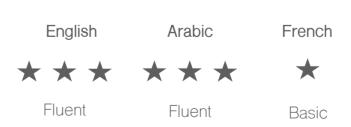








Languages



Timeline



Abed Tahan & Sons

Sabra General Trading

Rafic Hariri Family Co.