**First Name of Application CV No 1648536**

Whatsapp Mobile: +971504753686



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**GENDER:** Female

**Marital Status:** Married

**Nationality:** Lebanese

**Personal profile:**An adaptable and enthusiastic individual who takes great pride in their work, communicates well at all levels and is able to form working relationships very quickly with a wide range of people.

Seeking a Challenging/Key Position where acquired skills can be effectively utilized to drive, enhance & develop in areas relating to developing organization.

**Systems experience**:

**Microsoft Office:** Word / Excel / PowerPoint / Outlook.

**Employment history:**

**May 2015-Present Crown Prince Court – Office of Strategic Affairs**

 **Abu Dhabi -UAE**

 **Position Held: Personal assistant & Admin assistant**

* Reporting to 3 directors and keeping their calendar organized
* Schedule meetings and receiving phone calls
* Planning events and completing LPO, s for hotel and conference reservations.
* Preparing Memo’s and Maintaining files and records
* Order office supplies
* Submit and reconcile expense reports (petty cash)
* Provide general support to visitors
* Follow up and reviewing requisitions
* Maintain and update professional library publications

**February2013 – March 2015 Middle East Airlines (headquarters) Beirut, Lebanon**

**Position Held: PA**

* Planning, organizing and managing meetings/ conferences and events
* Preparing correspondence on the Directors behalf
* Assisting with preparation of documents (printing, copying, binding and distribution).
* Assisting with creating and formatting presentation materials.
* Weekly status reports.
* Full integration into the operations team
* Compiles and computes data for routine business reports
* Maintains confidential files and records
* Organizing and assisting with campaign launches / media and PR events.
* Taking meetings minutes accurately and distribute accordingly, arranging travel and accommodations.
* Meeting, greeting clients.

**Jan2009 - Dec 2011 Middle East Airlines (Lebanon)**

**Position Held: Customer Service Officer (MEA cedar Lounge)**

* Dealing with the passenger’s enquiries about the flight departures and arrivals
* following policies and procedures, completing administrative tasks and planning/organizing
* Solving Passengers issues such as extra baggage, late departures etc.
* Co-Reporting to the head if ground staff about all the daily problems and errors
* Greeting passengers
* Assisting in arranging the airport's events
* Attends regular customer service departmental meetings
* Performs other related duties as assigned by management
* Prepares daily reports
* Providing back up support to other group members in the performance of job duties as requested.

**Education:**

Bachelor degree in Business Management 2012, from (Raffic Hariri University) Lebanon, Meshref

High school certificate 2007, from Saint George School (Grade 12)

**Languages:** Fluent in Arabic/English, Arabic is my mother tongue.