

**Rana Al Andary – CV No. 1993794**

**Resume**

**Personal Information**

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Date & Place of Birth : 1978, Lebanon

Nationality : Lebanese

Status : Single

Languages : English & Arabic / Spoken Fluently & Excellent Writing Skills

Visa status : Employment visa

Driving License : UAE DL Available

Current Address : Sports City– Dubai, UAE

**Objective**

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I’m a Dynamic and organized professional desire an Administrative/ Executive Assistant position with your organization using great attention to detail and office management expertise to support executives and build a loyal client base.

Bringing a positive attitude, organized approach, excellent time management skills and a desire to succeed in a fast-paced environment to make a difference in the office administrative procedures.

**Professional Experience**

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**Executive Assistant – CEO Office 2007-Present**

* Reading and analyzing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.
* Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.
* Answering and directing calls to appropriate executives and parties, taking messages.
* Overseeing administrative policies within an organization and within the office; recommending changes as appropriate.
* Opening, sorting, and distributing correspondence, including email, faxes.
* Prepare reports, collect and analyze information; prepare presentations.
* Develop and utilize historical information; provide retrieval of information. Record meeting discussions and provide minutes.
* Maintain inventory and office supplies. Anticipate office needs; evaluate new office products; place and often expedite orders when necessary.
* Ensure operation of office equipment, order maintenance when necessary. Troubleshoot malfunction of office equipment.
* Maintain knowledge by attending professional and technical educational seminars and workshops; review publications; establish professional and personal networks within the industry. Participate in societies relative to the business.
* Data analysis; Proficient MS Word, Excel, Outlook.
* Coordinate finances, assist with budget preparation.
* Train clerical staff on office equipment, policies and procedures, arrange for setup on new computers and logging of new employees in database.
* Meet with special interest groups or individuals on behalf of executives.
* Prepare executive responses to routine memos, letters, or correspondence.
* Prepare checks for signature and review.
* Prepare and develop a records management system; maintain and recommend changes to records system when appropriate.
* Evaluate policies to ensure they are in compliance with corporate rules and mission.

**Executive Secretary 2000– 2007**

**Third Generation Computer Systems – Lebanon**

* Providing administrative & secretarial support to General Manager and staff
* Handling office work flow and records control
* Composing letters and outbound correspondences
* Act as the point of contact between the executives and internal/external clients
* Undertake the tasks of receiving calls, take messages and routing correspondence
* Handle requests and queries appropriately
* Maintain diary, arrange meetings and appointments and provide reminders
* Make travel arrangements
* Take dictation and minutes and accurately enter data
* Monitor office supplies and research advantageous deals or suppliers
* Produce reports, presentations and briefs
* Develop and carry out an efficient documentation and filing system.

**Education**

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**2006 – 2007 Administrative Assistant Certificate** Y.W.C.A Technical College

**1998 – 2000 Technical superior in informatics (TS3)** STI-Lebanon

**1995 - 1997 Technical Baccalaureates in Computer Programming (BT3)** STI-Lebanon

**Training Courses**

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**May 2015** successfully completed 16 hours Professional Secretarial & Administration

Skills Training. (Skyrocket Training – Dubai)

**September 2015**  successfully completed the requirements of the training course Microsoft Office

Outlook / Excel / Word / Powerpoint. (ITI – Dubai)

**Personal Qualities**

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* Helpful
* Trustworthy
* Reliable
* Honest
* Confidential
* Impeccable organizational skills
* Immaculate appearance
* Great communication skills and telephone etiquette
* Resourceful
* Good ability to execute on required tasks

**IT Skills**

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**MS Office:** Word, Excel, PowerPoint, Outlook

**Personal Interests**

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* Reading / Music / Dancing / Sports: tennis

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| **Rana Al Andary – CV No. 1993794**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |