**Bushra**

**Email:** bushra.345318@2freemail.com

**C/o-Mobile: +9715023060357**

**CAREER OBJECTIVE**

Seeking a challenging opportunity where my experience & skills will significantly contribute to the overall success of the organization & provide opportunities for my career growth.

**PROFESSIONAL EXPERIENCE**

**April to October 2016: Rotana Media Group as a temporary contract**

 **Location**: Dubai, UAE

 **Position**: Executive Assistant to the Director of Finance and Human Resources team/ Administrator

**Responsibilities:**

* Researching, and routing correspondence, drafting letters and documents, collecting and analyzing information and initiating telecommunications.
* Scheduling meetings, conferences, teleconferences, and travel and keeping him up to date with any change
* Taking meeting minutes.
* Arranging travel requirements for Rotana (visas, tickets).
* Maintaining confidence and protecting operations by keeping information confidential.
* Completing projects by assigning work to clerical staff, following up on results and making sure to tight deadlines.
* Welcoming guests and customers by greeting them, in person or on the telephone, answering or directing inquiries.
* Translating high level of confidential documents and letters for Executives, illustrating the general meaning and avoid word to word translation.
* Assisting with general admin duties supporting several members of the team and Contributes to team effort by accomplishing related results as needed.
* Assisting the Office Manager with various tasks by providing administrative support, coordination, and other associated tasks to reach desired outcomes.
* Supporting Human Resources by supervising attendance schedules, leaves and check in/out lists.

**Sept 2012 to Oct 2015 Syriatel Telecommunication**

 **Location**: Damascus, Syria

 **Position**: Executive Assistant to the Chief Executive Officer

**Responsibilities:**

* Assisting the CEO with reporting requirements, creating spreadsheets and following up from various team members within organization.
* Carrying out general administration tasks for the CEO from calendar management to travels and reservations booking.
* Arranging meetings and taking meeting minutes .
* Preparing routine and advanced correspondence including letters and memoranda.
* Taking the CEO’s phone calls and messages and proceeding accordingly.
* Maintaining and organize the corporate files.
* Assisting in preparing materials for operational reports and presentations.

**EDUCATION**

* IT Faculty, Al-Baath University, Homs, Syria (2007-2012):

Information Technology engineering degree, software engineering

* Al-Amal private High School (2005 – 2007)
* Higher institute for languages -Albaath University, Homs-Syria (2013)

**SKILLS**

* Able to work individually, as part of a co-located team or as part of a distributed global team.
* Innovative, confident, self-motivated and a quick learner
* Strong problem-solving and analytical skills, presentation skills
* Aware of travel Logistics, equipment maintenance and supply management
* Ability to anticipate problems and develop effective solutions.
* Able to work under pressure and to tight deadlines.

**Language skills**

* Excellent command of English language (speaking, reading and writing )
* Arabic as native language

**PERSONAL INFORMATION**

* Birth Date :July, 25th 1988
* Gender :Female
* Nationality :Syrian
* Address : Dubai, United Arab Emirates
* Visa Status : Valid Husband Visa

**References**

Available upon request