| **C:\Users\Sawsan\Desktop\Sawsan pic1.jpg** | Sawsan  [Sawsan.352386@2freemail.com](mailto:Sawsan.352386@2freemail.com) | |  |
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| Profile | |  | |
| Proven abilities in office planning and teamwork. Quickly grasps complex concepts, analyzes and interprets ideas into mainstream corporate objectives. With an eye for details, able to execute tasks and business requirements by implementing company policies, standards, changes in operation, and systems that contribute to bottom line. Demonstrated ability to work in streamline operation and teamwork spirit to achieve given tasks and maximum collaboration. | | | |

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| Proficiency |  |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | * Microsoft Office * Communication | | * English & Arabic Typing * Office Organization/ Streamlining | | * HR Relations * Underwriter | | | * Business Planning * Correspondences * Office Management * Teambuilding & Supervision * Staff Development & Training * Policies & Procedures Manuals | | * Reporting * Minutes of Meeting * Report & Document Preparation * Spreadsheet & Database Creation * Accounts Payable/Receivable * Bookkeeping & Payroll | | * Basic Accounting/ Book Keeping * FMCG * Records & Data Management * Meeting & Event Planning * Inventory Management * Expense Reduction | | |  |  | |  | | | |

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| Education |  |
| [**University of Jordan**](http://www.linkedin.com/college/?eduSchool=University+of+Jordan&trk=prof-edu-school-name)**,** Amman- Jordan  Bachelor of Arts, 1994  Major: Business Administration  Minor: French Language | |

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| Training |  | |
| * MS Office Skills * Communication Skills | | * Typing Skills * French Language |

| Experience | |  |
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| *Personal Assistant to the Chief Executive Officer*  Bloom Education  Abu Dhabi, UAE  *April 2016- Sep 2016* | ***Bloom Education*** *– Core experts in education to establish and operate world-class schools and colleges.*  Key Responsibilities:   * Devising and maintaining office systems, including data management and filing. * Arranging travel, visas and accommodation. * Screening phone calls, enquiries and requests, and handling them when appropriate. * Meeting and greeting visitors at all levels of seniority. * Organizing and maintaining diaries, and making appointments. * Dealing with incoming emails, faxes and post, often corresponding on behalf of the CEO. * Carrying out background research and presenting findings. * Producing documents, briefing papers, reports and presentations. * Organizing and attending meetings, and ensuring the CEO is well prepared for meetings. * Liaising with clients, suppliers and other departments. | |
| *Office Assistant Qualifications Dept.*  *(Temporary position)*  ACTVET  Abu Dhabi, UAE  *Oct. 2014- July 2015* | ***ACTVET*** *– Abu Dhabi Centre for Technical and Vocational Education and Training:*  ACTVET is committed to establishing policies and standards that effectively regulate technical and vocational educational institutions in the emirate of Abu Dhabi, and is also responsible for the licensing of trainers and tutors that meet the demands of the UAE’s local market.  Key Responsibilities:   * Manage day-to-day office operations and procedures * Prepare meeting materials and other documentation * Establish and maintain filing systems for documents, reports or other material * Establish standards and procedures * Control correspondences * Liaise with other entities, organizations and institutes * English & Arabic Translation * Data entry & data management | |
| *Administration Officer*  Travel Wings  Dubai, UAE  *Oct. 2009- Dec. 2013* | ***Travel*** *– Core Travel Industry and Tourism:*  Local travel company specializing in in/out bound travel managing staff of 20.  Key Responsibilities:   * Arrange pay slips and staff vacation/ off days log * Manage staff health insurance * Coordinate with PRO services * Manage office actives and salesmen achieved log target * Manage key sales staff target and progress reporting against KPI * Tour operation back office support * Report to GM on staff development against KPI * Government communication, licensing, & visa support client back office support * Filing and documentation | |
| *Office Manager*  Babil Engineering Consultancy LLC.  Abu Dhabi, UAE  *April 2005 - March 2008* | | ***Engineering Consultancy*** *– Core consulting for construction designs and engineering:*  Local consulting & engineering company specializing in construction and design.  Key Responsibilities:   * Design and implement office policies * Establish standards and procedures * Organize office operations and procedures * Supervise office staff * Monitor and record long distance phone calls * Prepare time sheets * Control correspondences * Review and approve supply requisitions * Liaise with other agencies, organizations and groups * Update organizational memberships * Maintain office equipment | |
| *Underwriter*  **Jerusalem Insurance Company Ltd.,**  **Amman, JORDAN**  *Oct. 1998 - June 2003* | | ***Insurance*** *– Composite insurer writing life and non-life business:*  Jerusalem Insurance Company is one of the largest insurers in Jordan, established in 1975.  Key Responsibilities:   * Underwriter officer * Process cycle of clients insurance policies * Calculating possible risk and deciding how much individuals or organizations should pay for insurance (the premium) * Liaising with specialists, such as surveyors for risk assessment * Writing policies * Keeping detailed and accurate records of policies underwritten and decisions made * Re-insurance procedures | |
| *Retail Sales*  **Jordan Duty Free Shops Amman, JORDAN**  *Aug. 1996 - May 1998* | | ***Retail*** *– Core sales and customer service:*  Jordan Duty Free Shops selling various household items and accessories.  Key Responsibilities:   * Direct customer interaction on floor sales * Point of sales * Sales reporting * Stocking and replenishment as per company target. | |
| *Office Assistant*  **United Pharmaceutical Mfg. Co. Ltd.,**  **Amman, JORDAN**  *Dec. 1994 - June 1996* | | ***FMCG*** *– Core distribution & manufacturing unit support*:  Diverse group household, pharmaceutical, and chemical distribution and manufacturing.  Key Responsibilities:   * Assistant to MD * Office management and operation support * Internal and external Communication and documentation * MD personal organization including meeting set ups, time management, and tasks agenda | |

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| Special Interests |  |
| Enjoy Internet surfing, reading, swimming, home décor, cross-stitching, playing cards, and socializing with friends. | |

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| References |  |
| Will be furnished upon request. | |