Eman

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**Career Summery**

More than 6 years as an experienced and results-oriented Administrative Assistant with proven abilities in developing positive relationships with clients and coworkers. Interested in a similar opportunity with company where exceptional administrative assistance, computer and customer service skills will be fully utilized. Willing to relocate and travel.

**Academic Qualifications**

Lebanese International University - Beirut, Lebanon Spring 2017

***Masters in Human Resource Management - MBA***

Lebanese International University - Beirut, Lebanon Fall 2010

***Bachelor of Arts in Communication Art - Advertising***

Blue Ridge Community College - Virginia, USA Spring 2004

***Bachelor of Sciences in Computer Science***

**Key Skills and Competencies**

* Recognized organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with excellent attention to details.
* Excellent oral and written communication skills, with assertive and convincing style
* Produce well thought‐out, professional correspondence free of structural and spelling mistakes
* Proficient in all MS Office applications including, Word, Excel, PowerPoint
* Admirable relationship builder; able to demonstrate a high level of tact, discretion, and diplomacy with all internal and external stakeholders plus the ability to sustain private/delicate information.
* Capable of handling sides of preparation and project management.
* Practical, tactical problem-solving ability with a fun, positive “can do” attitude and fun sense of humor
* Interactive skills for effectively dealing with a broad range of individuals at various levels within an organization and demonstrated ability to work as a member of a team.
* Set priorities, organize and coordinate on office operation, anticipate needs
* Scheduling appointments and coordinating calendars.
* Flexibility, target driven and able to remain calm under pressure.

**Work Experience**

Lebanese International University – Mount Lebanon, Lebanon

* ***Executive Administrative Assistant – Academic Director’s Office, 2016 - Present***

Achievements:

* + - * Sustain the Academic director’s schedule, including day-to-day and long-term management of meetings
* Balance inconsistent urgencies in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines
* Assist as the first point of contact for a wide variety of high-level relationships between head departments and directors
* Enable, shape and monitor relationships including tracking contacts in database and managing follow-up
* Handle phone, email inquiries and respond appropriately
* Worked collaboratively with others to complete objectives
* Interacted with vendors, students and the public to provide information in a polite and efficient manner both in person and of the telephone
* Managed to acquire excellent organizational skills and the ability to work in a fast paced environment
* Relate to students, team of instructors, staff members while demonstrating the Office of Student Participation
* Assisted in forming the graduation lists spread sheet which was followed in graduation ceremonies

***Dean’s Administrative Assistant, 2011 – 2016***

Achievements:

* ***Administrative Assistant to the School of Arts & Sciences***
* Coordinated workflow, practices and techniques for all work done supported by the Dean.
* Exercised liberated decision in conveying information and issues relating to the activities of the division
* Settled responses for Dean’s signature.
* Independently responded to requests and inquiries from faculty, staff, and students regarding divisional and university policies and procedures.
* Handled the responsibility of the daily and long-range assistance on a wide range of assignments both internal and external to the division.
* Provided administrative provision to the Dean on divisional issues; compiling data and prepare reports as requested.
* Assisted the Chairpersons with administrative paper work such as: transfer and change of major forms.
* Followed up with instructors regarding absences, room reservation, exam schedule, make-up sessions…
* Set the final exam’s proctoring schedule for each semester
* Is in charge for answering, screening telephone calls and face to face inquiries and other routine administrative duties like photocopying and filing etc.
* Managed appointments, maintained and enhanced the department’s working environment
* ***Students’ Counselor:***
* Dealt with students’ issues such as: assisting, advising and guiding them through their academic concerns – petitions, change of grades, make-up exams.
* Assisted students to benefit from their time at university by helping them to choose their classes, form their resumes
* Meet with new students every beginning of a semester to provide them information about programs and majors.
* ***Human Resource Assistant***
* Provided clerical and administrative support to Human Resources executives
* Held responsibility of compiling and updating employee records (hard and soft copies)
* Coordinate HR projects (conferences, training, etc.) and take notes
* Deal with employee requirements regarding human resources issues, rules, and regulations
* Communicate with public services when necessary

Grandiosa SARL – Beirut, Lebanon

***Administrative Coordinator, 2009 –2011***

Achievements:

* Settled organizational staff by providing information, instructive chances and experiential growth opportunities.
* Resolved administrative problems by directing preparation of reports, analyzing data and identifying solutions.
* Scheduled appointments, promptly answering phone calls/ emails and preparing materials/ arrangements for subsequent meetings to follow up.
* Maintained up-to-date manuals, directives, organizational charts and keeping GM informed of any changes in the above-mentioned.
* Was responsible of making travel/ logistical arrangement for the GM.

**Personal Information**

Date/Place of Birth: 15/10/1980 – Abu Dhabi, UAE

Marital Status: Divorced

Nationality: Lebanese

Languages: Arabic – Fluent; English – Advanced level (reading, writing, speaking)

I hereby confirm that all the above mentioned information are true. All documents and references are available upon your request.