

**MARIAM**

**MARIAM.365345@2freemail.com**

PROFILE

Having the belief in mind of being a valuable asset to your company, I cherish the opportunity to grow and succeed in your prestigious company. I look forward for the pleasure of joining your organization by working in the field of Business Administration, Human Resources, and Banking & Finance.

EDUCATION

June 2006 Beirut Arab University, Beirut, Lebanon

 Bachelor of Commerce & Business Administration

CAREER HISTORY

November 2016 – March2017 Sharq Law Firm Doha - Qatar

 Executive Secretary / PA

* Drafting legal correspondence
* Answering phones and greeting visitors and communicating with attorneys and clients.
* Transcribe and proofread legal documents
* file, organize, scan, copy, and fax legal documents
* Schedule court depositions, hearing and other meetings
* File documents with the court ahead of deadlines
* Operating on NetSuite program
* Compile, analyze, organize and present the information and submit written reports to the Legal Advisor.
* Identify and translate appropriate laws, judicial decisions, legal articles, and other materials for assigned cases in addition to translating agreements and contracts.
* Organize and track files from case documents and make them available and easily accessible.

**March2014 - July 2015 Qatar General Insurance & Reinsurance Co. Doha - Qatar**

 Legal Secretary

* Monitoring Legal Manager’s calendars and outlook.
* Keep cases organized by establishing & organizing files,
* Keeping legal files and records up to date
* Typing up all sorts of legal documents and correspondences in both (English and Arabic)
* Screening phone calls and write down notes.
* Organizing diaries
* Performing legal research whenever it is requested by Legal department
* Making appointments with clients

**Sep.2007- November 2013 Asdaa Magazine for media Beirut - Lebanon**

 **Office Manager**

▪ Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff

▪ Coordinate office staff activities to ensure maximum efficiency

▪ Evaluate and manage staff performance

▪ Organize orientation and training of new staff members

▪ Design and implement filing systems

▪ Ensure filing systems are maintained and current

▪ Ensure security and confidentiality of data

▪ Implement procedures and policy changes to improve operational efficiency

▪ Prepare operational reports and schedules to ensure efficiency

▪ Monitor and maintain office supplies inventory

▪ Review and approve office supply acquisitions

▪ Handle customer inquiries and complaints

▪ Manage internal staff relations

**Oct. 2004- May, 2006 Ibrahim law office Beirut - Lebanon**

 Administrative Assistant

* Organize and coordinate meetings
* Take, type and distribute minutes of meetings
* Handle incoming mail and phone calls
* Set up and maintain filing systems

TRAINING BACKGROUND

April till July, 2007 BLOM Bank S.A.L

 Sales & Marketing

* Handled/Accomplished successful sales of Credit/Debit cards (VISA, MASTER, Platinum, etc…)
* Successfully marketed several high profile accounts (more than 63 high-figure accounts)
* Attended several professional workshops/trainings with the Bank.

 August till Sep.2004 Bank AUDI S.A.L

 CUSTOMER & Over-the-Counter Services

* Worked for three months as Customer Services Representative where I learned the protocol and procedures for all regular Bank transactions.
* Conducted and coordinated direct account creation/transactions with existing/prospective bank clients.

ADDITIONAL SKILLS

Computer Skills Expert at MS Word, Excel, PowerPoint, Internet

Languages Arabic (Fluent), English (Fluent)

Hobbies Swimming, Tennis

**References are available upon request**