

Malak Jradeh

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Education

MBA, Human Resource 2013 - Present
Lebanese International University
GPA 3.7/4

BA in Management 2009 - 2012
Lebanese International University
Graduated with Honor Degree, GPA 3.21/4

Work Experience

Hamra Shopping & Trading Co. s.a.l October, 2014 - Present
Administrative Assistant

- Assist in the preparation of the annual administrative budget related to the departments' administrative expenses, including rents, legal, insurance etc...
- Prepare leases, tenancy agreements, licenses and easements
- Review all insurance policies and ensure policies are kept updated and renewed in a timely manner
- Follow up on personal accounts by calculating interests and preparing bank reconciliations
- Forward legal documents to the appointed legal advisors for review and ensure proper follow up until completion of task.
- Handle the Maintenance Agreements including agreements terms and renewals (Elevators, escalators, generators, A/C, Alarm System, Intrusion System, etc...)
- Follow-up on maintenance visits to ensure adherence to contract terms and agreement before proceeding with the payments
- Prepare customized proposals, packages, reports and presentations
- Maintain and Follow-up a specific calendar and ensure meeting deadlines
- Process replies on own initiative or from manager's dictation or notes
- Check deadlines on incoming requests and put preliminary work in play.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Assist the board of directors and executive committee in multiple tasks as needed

- Follow up, execute and coordinate all transactions and communications related to the executive committee personal projects
- Perform basic accounting duties as assigned
- Perform other tasks as required

Elite Source Services

November, 2012 – May, 2014

Administrative Assistant

- Assisting with all aspects of administrative management, directory maintenance, logistics, equipment inventory and storage
- Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Sending out and receiving mail and packages
- Preparing business correspondence, typically using Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)
- Managing files
- Address all employees concerns in accordance with company policies and government regulations
- Prepare and distribute payroll for staff
- Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts,
- Checking application forms, shortlisting, interviewing and selecting candidates
- Employees' visa renewals, work permits and NSSF

Monad Co.

February, 2012 – October, 2012

Assistant Store Manager

- Ensures store personnel are providing exceptional customer service. This includes answering questions and assisting with product selection, purchases, and returns
- Ensure the store is clean, well-organized, and properly merchandised.
- To make sure all store policies, procedures, and controls are followed, as well as planning, organizing, and delegating work among staff.
- Human Resources, specifically: recruiting, training and development, performance management, and workplace scheduling
- Product management, including ordering, receiving, price changes, handling damaged products, and returns
- Team Development, facilitating staff learning and development
- Problem solving, handling unusual circumstances

Internship

Duration: 2 months in SGBL Bank

Qualifications

Microsoft Office
Basic knowledge in Accounting Dolphin System
Deadline-oriented
Documentation
Letters
Reading Comprehension
Prioritization
Creative Thinking
Time Management
Customer Service
Executive Management Support
Interpersonal Skills

Interests

Reading, Researching, Making Sports

References

References available upon request.