

Jeannette E.Haddad

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Tohouita, Furn El Chebbak, Lebanon

PERSONAL STATEMENT

A motivated and experienced PA to Finance Director, currently looking to resume my professional career after dedicating my last four years of experience as a personal assistant and seven years of experience in office administration have enabled me to hone my skills as an organized, responsible Multitasker who thrives in a busy, dynamic environment. I am valued for my attention to detail, loyalty and resourcefulness.

I would relish the opportunity to build upon this experience in a new, challenging role.

WORK EXPERIENCE

PA to Finance Director & Junior Accountant: 2011 – December 2015

Remco Sal; Sofil Center, Charles Malek Avenue, St.Nicolas Street Bloc "C", Achrafieh Lebanon

Responsibilities:

As Personal Assistant:

- Reporting financial situation
- Preparing all documents for meetings
- Reading, monitoring and responding to the Director's email
- Preparing correspondence on Director's behalf and managing electronic diary
- Organizing travel and preparing the company's complex travel itineraries
- Liaising with suppliers
- Conducting research on the internet
- Managing filing system
- Sourcing and ordering stationery and office equipment
- Answering calls and handling queries

As Accountant:

- Posting Journal entries
- Completing general ledger operations
- Calculating payroll taxes
- Reconciling Account/Bank

Secretary: 2007 - 2011

Remco Sal; Sofil Center, Charles Malek Avenue, St.Nicolas Street Bloc "C", Achrafieh Lebanon

Responsibilities:

- Using Various computer packages (Word, Excel, PowerPoint)
- Booking Ticket for travel arrangements
- Answering the phone and queries
- Dealing with post
- Photocopying and printing
- Maintaining filing systems (DHL, Incoming and Outgoing Fax)

Freelance Graphic Designer since 2008

- **My Joy Food Industries Ltd, KM10, Old Lagos Road, Podo Ibadan (2015)**
Responsibilities: Designing and Creating: "Affichage Mobile"
- **On Diet, Mansourieh Main road, Class Sport Gym & Spa, 2nd Floor (2011)**
Responsibilities: Designing and Creating: Logo, Stationery and fb page
- **BIM POS, Baouchriye, Lebanon (2011)**
Responsibilities: Designing and Creating: Christmas Greeting Card and CD Label
- **Broccoli Diet weight loss clinic & Healthy food caterer, Charles Helou Avenue, Beirut (2010)**
Responsibilities: Designing and Creating: Stationery, Mass Mail, Menu and Roll Up for inShape Biel
- **CrysalBeatline Dbayeh, Lebanon (2009)**
Responsibilities: Designing and Creating: Logo and Stationery

- **Freebase, Dekwaneh, Lebanon (2009)**
Responsibilities: Designing and Creating: Logo, Stationery and Flyer
- **Mozart Chahine sarl, Jal el Dib, main road/Achrafieh Abdel Wahab el Inglizi Street (2008)**
Responsibilities: Designing and Creating: Banner, Press Announcement (L'orient le Jour, Annahar), Roll Up, Sign and Press Ad
- **Bois des Rois, Sabtieh and Achrafieh, Lebanon (2008)**
Responsibilities: Designing and Creating: Logo and Stationery

Web Content Editor: 2010 - 2011

2 Pure Sarl; New Jdeided, Beirut / Dubai

Responsibilities:

- Presenting text in ways that appeal to the site's target audience
- Uploading material to the website, often using the content management system CMS
- Creating and monitoring social media output and feedback
- Including web pages in search engines (AdWords, search engine optimisation)
- Training new staff on producing and editing content

Floor Manager: 2004 - 2006

Wooden Bakery (Food Link Sarl); Baabda Main Road

Responsibilities:

- Serving customers
- Arranging window display
- Ordering stock
- Stock handling and inventory
- Training new team members
- Supervising staff
- Performing ad Hoc tasks
- Delegating workload
- Assisting in other store operations

Cashier: 2003 - 2004

Spinneys; Achrafieh, Mar Mitr Street

Responsibilities:

- Receiving cash, check, credit cards and vouchers payments
- Issuing receipts, refunds and change due to customers
- Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Maintain clean and orderly checkout areas
- Identifying prices of goods and tabulating bills using cash registers, and optical price scanners

Assistant Director and Shop Manager: 2002 - 2003

Wooden Bakery (Achkar Trading and Industry Est.); Furn El Chebback, Tohouita Main Road

Responsibilities:

- Planning workloads and rotas
- Assigning tasks to team members
- Handling problems and complaints
- Briefing teams on targets, initiatives and policies modification
- Coaching and training staff
- Monitoring and reporting on team performance
- Carrying out appraisals
- Completing relevant paperwork

Hostess and Promoter: 1999 - 2003

A.N League; Bauchrieh, St.Jean Center - Lebanon

Responsibilities:

- Demonstrating and providing information on promoted products/services
- Creating a positive image and lead consumers to use it

- Distributing product samples to source new sales opportunities
- Setting up booths or promotional stands and stock products
- Reporting on demonstration related information (interest level, questions asked, number of sample distributed) For: Gabriel Bocti s.a.l, P&G, Bahlsen

SKILLS

Microsoft Office – Dolphin Accounting Software – Adobe Photoshop – Adobe Illustrator – Adobe Indesign

EDUCATION

B.S. in Business Administration, 2011 - 2014

La Sagesse University (ULS)
Furn El Chebbak

LT2, Graphic Design and Advertising Arts 2008 - 2009 (Top of the Class)

Higher Industrial Technical Institute
Dekwaneh

TS3, Graphic Design and Advertising Arts 2006 - 2007

Higher Industrial Technical Institute
Dekwaneh

Baccalaureate Part II, Economics and Social Sciences (BAC ES), 2002 - 2003

Laure Moghaizel Public High School 2002 - 2003
Fassouh, Achrafieh

LANGUAGES

Arabic – French : Native - Bilingual proficiency
English : Limited working proficiency

VOLUNTEER EXPERIENCE

- First Aid Volunteer at Lebanese Red Cross 2006 – 2008
- Faith and Light – Community of Our Lady of Donations 1988 – 1999
- Marian Youth movement – (JM)

CERTIFICATIONS

Certificate of Achievement - Sabre Air Reservation & Pricing

Sabre Travel Network - October 2013

Pre-intermediate

ALLC International House Beirut - January 2010

First Aid Certificate

Lebanese Red Cross - December 2006 to December 2009