**Maysaa S. Jaber**

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**Experience**

**Jade Group Capital Dubai, UAE Feb, 2012 - Jan 2015**

* + - *Office manager*
* Maintains office services by organizing office operations and procedures, preparing payroll, designing filing systems, reviewing and approving supply requisitions, assigning and monitoring clerical functions.
* Provides historical reference by defining procedures for protection, transfer, and disposal of records.
* Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
* Designs and implements office policies by establishing standards and procedures, measuring results against standards, making necessary adjustments.
* Complete operational requirements by scheduling and assigning employees, following up on work results.
* Maintain office staff by recruiting, selecting, orienting, and training employees.
* Maintain office staff job results by coaching, and disciplining employees, planning, monitoring, and appraising job results.
* Achieve financial objectives by preparing an annual budget, analyzing variances; initiating corrective actions.
* Contribute to team effort by accomplishing related results as needed.

**Dubai World Trade Center Dubai, UAE Mar, 2008 - Jan 2010**

**Protocol & Security Health & Safety department**

      *Office Administrator (support services)*

      *PA for the Traffic & Transport Senior Manager*

* Managing and handling Traffic & Transport queries & coordinating with RTA & Dubai Police
* Coordinating & planning events & weddings queries
* Assisting the Directors of the department
* Leading more than 14 staff & handling staff duty roster & over time, annual leave plan & all staff related matters with coordination with HR dep.
* Coordinating with different suppliers for (temporary staff & different services )
* Handling all financial matters for the division (supplier invoices, quotations, purchase request, petty cash…)
* Keeping records & issuing annual statistics for all support service related to events, exhibitions & weddings.
* Issuing profit sheet for the support service & preparing Annual budget with coordination with the budget controller of department head.
* Handling all admin work for the division (support services), filing system, updating & creating new formation in addition to  preparing presentations
* **Achievements:** 1st place in Dubai Award for sustainable transport (Mobility Management) **Dubai World Trade Center 2009**

**Modern National School          Aley, Lebanon Sep.2006-2007**

 *PA to the director* & Coordinator

* Working on behalf of the Director for all students / parents related matters
* Preparing Transcripts for all Grades
* Insuring program running as per schedule by coordinating with room teachers
* Preparing teachers time schedule & replacements
* Follow up teachers reports after any parents/ teachers conferences
* Updating & creating new formats for school managements

 *Teaching computer & Physical Education*

* From pre-school till Grade 9

**Universal College of AleyAley, Lebanon****Jan - July 2006**

 *Receptionist & Administration Assistant*

* Entering and keeping track of student attendance
* Receiving phone calls
* Answering queries from students and parents
* Receiving and directing individuals to different offices
* Arranging parent/teacher conferences
* Giving support to All managers

**Black Belt Academy                                                   Aley, Lebanon 1998 - 2006**

 *Assisting the director & owner of the Academy*

* Registration and keeping members' records
* Handling all financial matters
* Reservation & booking for trips during World championships
* Instructing and Teaching:  Martial Arts, Karate, Kick Boxing and Tae Kwon Do

**Phoenicia for Auditing and Accounting                Aley, Lebanon Summer 2005**

 *Training in Accounting*

**Private Tutor                                                           Aley, Lebanon 2002 – 2004**

 *Teaching*

* Mathematics, physics & Chemistry for grades (8 till 11)

**Family House –Aley                                             Beirut, Lebanon Summer 2002**

 *Vendor & Cashier*

**Education**

**Architecture interior design**                                        **Dubai, UAE 2014 – 2015** \*Intensive course  

 Revit, 3D Max, AutoCAD, Adobe Photoshop

**Arab Open University                                          Beirut, Lebanon 2002-2006**

 BA in Business Administration

System management

\*Honor Degree

 Certificate in Accounting

**Maroon Abboud Official School                             Aley, Lebanon 2001-2002**

 Bac. 2 Economics & Sociology

**Certificates & Skills**

**Phone Etiquettes**                                                            **Dubai, UAE 2008**

**Britch Council                                                                Dubai, UAE 2007**                              Business English

**Lebanese Federation of Kick Boxing- Savate      Beirut, Lebanon 2003**

   Certificate in Martial Arts, black belt second degree

**Black Belt Academy                                               Beirut, Lebanon 2003**

 Instruction Certificate in Martial Arts, Karate, Kick Boxing and Tae Kwon Do

**Computer skills:** Microsoft Outlook, Word, Power Point & Excel**.**

**Languages:** Arabic & English

**Hobbies**

Traveling, swimming, martial arts, Yoga & meditation, shooting, carting, skydiving & adventures, Food art & cooking, interior design.

**Personal Information**

* Marital Status: Married
* DOB : 16-March-1982