

ZOUEIN BUILDING, 1ST FLOOR, TAHWITA, FURN EL CHEBBAK
BEIRUT, LEBANON
CELL 71-01 02 69 • E-MAIL BETTY.BITAR@GMAIL.COM

BETTY RAYMOND BITAR

OBJECTIVE

A job in Business where I can contribute positively giving my education and experience in this field.

PERSONAL INFORMATION

Nationality: Lebanese/American
Date of Birth: APRIL 25 TH, 1984
Marital Status: Single

EDUCATION

HR Management
LAU

2016- Present

Executive Secretary
Mira Training Center

graduated 2014

Ticketing & Tourism
CIT

graduated 2008

English Literature
Lebanese University

2004 - 2007

Lebanese Official Bacc. II with emphasis on Sociology & Economics
Achrafieh's High School

graduated 2004

WORKING EXPERIENCE

- **Administrative Assistant, Assistant Manager & HR Responsible, Wissam Tawil & Associates SAL** 06/04/2010 – Present

Administrative Assistant

- ISO Control
- Invoicing
- Preparing Offers
- Money Collection
- Answer and direct phone calls

- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Manage and fill the letter's log
- Organize library, catalogues, stationary, CD's
- Receive and Organize office documents as per ISO procedures (shops drawings & material submittals, etc...)

HR

- Handling Employee Concerns
 - Maintaining Policies and HR Records
 - Posts recruitment on selected job boards
 - Processes final offer and finalizes the recruitment
 - Scheduling job interviews and assisting in interview process
 - Preparing new employee files
 - Orienting and survey new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
 - Processing payroll, which includes ensuring vacation and sick time are tracked in the system
 - Maintaining current HR files and databases
 - Performing file audits to ensure that all required employee documentation is collected and maintained
 - Completing termination paperwork and assisting with exit interviews
 - Creating and distributing documents
- **Administrative Assistant & Office Manager, (CTC) Chehade Trading & Contracting s.a.r.l 01/02/2008 - 30/04/2009**
 - Projects cost control: Bab El Sarail Hotel, Marina Towers, Bain Militaire, Four Seasons Hotel, BHV, Sea View Hotel, and AUB School of Nursing...
 - Typing
 - Filing
 - Prepare payment certificates
 - Invoicing
 - Payroll
 - Stock Control
 - Data entering
 - Preparing Submittals
 - Preparing bids

- **Training at Bank Audi Plaza (12/02/2009 – 16/02/2009)**

COMPUTER SKILLS

Word, Excel, Internet, Power Point knowledge in Dolphin

LANGUAGES

Fluent in English and Arabic, knowledge in French

HOBBIES

Traveling, Outgoing activities...

REFERENCES

Available upon request