

Marilyn Nahas

CONTACT INFORMATION

- Beirut - Sin El-Fil - Mar Elias Street
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PERSONAL DETAILS

- Date & Place of Birth: 25/12/1979 - Shwaifat.
- Nationality: Lebanese.
- Marital Status: Single.

EDUCATION PROFILE

2015 till present: Travel & Tourism Courses – International House.

2013 - 2014: Human Resources Management - Routes Business Training Center.

2012 - 2013: Professional Business English - American Lebanese Language Center.

2005 - 2006: Courses in computer: Word, Excel, Outlook, PowerPoint, and Photoshop - American Lebanese Language Center.

2004 - 2005: Business Management - Pigier.

2001 - 2003: Two years in Law - Lebanese University.

1997 - 2000: 3rd Secondary Class - Sin El-Fil High School.

1996: 4th Intermediate Class - Anthony's Sisters.

PROFESSIONAL EXPERIENCE

2011 - 2014: Admic SAL, Dora Highway, Beirut, a big organization which holds the franchise for Monoprix, BHV and Casino Géant - headed by the Chairman - CEO Mr. Michel Abchi.

2008 - 2011: Abousleiman & Partners, Downtown, Beirut - a leading commercial & financial Law Firm.

2003 - 2008: Keyrouz Law Office - Gemmayzeh, Beirut, directed by Carlos Keyrouz Esq.

LANGUAGES

	Speaking	Writing	Reading
▪ English	Fluent	Excellent	Excellent
▪ Arabic	Excellent	Excellent	Excellent
▪ French	Fair	Fair	Fair

TECHNICAL SKILLS

- Excellent knowledge of Microsoft office applications and internet (Word, Excel, Power point, Outlook).
- Excellent command of English.
- Registering and sign the entire incoming and outgoing COURIER and distribute them to the concerned parties.
- Receiving, distributing and issuing correspondences.
- Writing, grammar, punctuation, and oral communication.
- Answer general enquiries relating to the GM's activities and responding to GM's messages/calls, where required.
- Preparing the time sheet on a weekly basis.
- Organizing appointments and arranging travel accommodations.
- Responsible of the office maintenance of any failure caused by: central, photocopier, computers and any other office trouble.
- Registering and control the office expenses and office supplies, and submits them to the financial department and management when required.
- Provide assistance when required for all departments, mailing, research, and other activities.
- Prepare memos, letters, legal and other documents, using word processing, spreadsheets, database, and/or presentation software.

ACTIVITIES

Sports esp.: basketball, jogging, swimming & tennis - music - gardening – hunting – fashion and travel, cinema.

Application Letter

Dear Sirs,

I am applying for the position as an Office Coordinator / Personal Assistant in your company.

Although I am already familiar with administrative work since I have been working in the field for many years, it has always been my intention to work in a motivated atmosphere and social environment, in order to widen my experience, improve my skills and increase my knowledge in work field to become more professional for a better future. I would particularly welcome the chance to work for your company.

My work experience has familiarized me with many of the challenges in public relations today. I would like to stress that the extensive experience I have managed to gain in my previous occupation helped me to have a good track record and allowed me to develop strong communication skills and an ability to work efficiently and cooperatively with team members.

In fact, what matters to me the most is looking for a job in an organization which would put me in the fast lane to develop myself and improve my career, because for me it's like balance, to give a good work you have to be in a comfortable place, working with people who appreciate your work.

What my resume does not reveal is my professional demeanor and appearance. In a business environment, these qualities are of the utmost importance in dealing with clients as well as co-workers. In me, you'll discover a reliable, detail-oriented, and extremely hard-working associate, one who will encourage other staff members to demonstrate the same high standard of professionalism.

As you will notice on my enclosed CV, if you are offering a job that suits both my personal and professional interests, I would be pleased to discuss my curriculum vitae with you in more detail at an interview. In the meantime, please do not hesitate to contact me if you require further information. I look forward to hearing from you. Thanks for your time and consideration.

Sincerely,

Marilyn Nahas