

Zeina Khattar
Loueizeh, Baabda
Mont Lebanon – Lebanon
Date of Birth: 06-08-1978
Tel: +961 3 953823
E-mail: zeinakhatar@gmail.com

KEY QUALIFICATIONS:

Good organisational skills combined with flexibility in a changing work atmosphere.
Working efficiently and resourcefully under pressure.
High level of Initiative, Independence, Event Planning and Teamwork.

PROFESSIONAL EXPERIENCE

Med Surg Supplies SAL – (New Technology of Medical & Surgical Equipment Supplier Company) - Lebanon

Personal Assistant to CEO/Owner (October 2013 – Present) whereby tasks consisted of:

- Supervising the flow of work at Beirut office and reporting daily activities to the CEO.
- Organising educational workshops in Lebanon and abroad and handling transportation & accommodation booking and visas arrangements.
- Executing marketing plans through the marketing department
- Creating financial data records by coordinating with accounting departments in Beirut and Saudi Arabia offices and updating these files regularly on weekly basis
- Collecting and organising the existing companies' papers and correspondence under the CEO and creating the relevant files.
- Analysing and organising the logistic activities and helping to find new suppliers for the company services.
- Organising interviews and searching continuously for candidates for sales and marketing positions in KSA
- Creating and holding all personal records related to the general manager, and assisting him in activities outside the office
- Being responsible for renewal of legal papers pertaining to the companies under the CEO.
- Reviewing the correspondences with the suppliers.
- Organising the company's annual meetings.
- Coordinating with the suppliers for the annual meetings.
- Handling any special task or activity assigned directly by the CEO.

Sun & Surf LLC - (Professional kite boarding Center in the Middle East) - Lebanon

Administrative Coordinator & Sales Representative – (May 2011 - 2013)

- Sales: one to one and online through our website www.kitesurfme.com.
- Organizing kitesurfing trips.
- Handling logistics.
- Controlling and following up on ordered merchandise.
- Basic accounting tasks, preparing quotation, invoicing, stock counts.

- Administrative tasks.

Avalon Arabia - (Production & Distribution Company in the Middle East) - Lebanon

Account Executive - (Dec. 2010 – March 2011)

- Liaising and networking with a range of stakeholders
- Accurately processing customer transactions such as orders, quotes.
- Handling Logistics
- Quality control of material. Setup and maintenance of customer files
- Carrying out correspondence concerning overall agency, division or department operations

Image Production House - Lebanon

Account Executive – (Sept 2008 – Oct. 2009)

- Coordination and quality control of received subtitling material
- Liaising with translators and clients
- Coordinating with different departments from translation to burning on final copies ready for broadcasting
- Handling shipping procedures in coordination with the clients to numerous broadcasting networks in the Middle East and North Africa
- Monitoring scheduled shipment dates to ensure timely delivery and expedite as needed

Rotana Café - Lebanon

Administrative Coordinator - (June 2007– Aug 2008)

- Following up on daily tasks, stock and print materials.
- Sourcing out third party quotation on all collateral materials.
- Controlling and following up on merchandise delivery.

Medium Rare Advertising L.L.C - Dubai, U.A.E

Marketing and Account Executive - (Dec 2006 – May 2007)

- Meeting clients for briefing and present proposals.
- Briefing agency colleagues and working with them to plan and implement best solutions for clients.
- Following up for respecting deadlines
- Organizing meetings and write reports.

Tomorrows Advice - Lebanon

Administrative Assistant - (2003 – 2005)

- Assisting the financial manager in all administrative tasks during summer vacations in Lebanon.

EDUCATIONAL BACKGROUND

ANGERS University (IMIS ESTHUA) France – 2006.

- Bachelor in Tourism (Ingénierie des services).

Notre Dame Des Soeurs Antonines, Lebanon – 1997.

- Baccalaureat II Littéraire.

TRAININGS

Richou Voyages - Saumur, France.

- Training during my second year of IUP Gestion Hôtelière Et Tourisitique.

Anastasia Travel, Tourism & Limousine Company - Lebanon

- Tour operator.

COMMUNICATION SKILLS

Arabic: Mother Tongue.

English & French: Good Level in Reading, Writing & Speaking.

COMPUTER SKILLS

Microsoft Office (Word, Excel).

INTERESTS

Travel.

Kite Surf.

Snowboard.

Jewelry Creation: hand made with crystal beads & nylon thread.

REFERENCES

Available upon request.