

Paméla El Jamal

New Raouda - Metn, Main street, Sayde building, 3rd floor, Beirut, Lebanon

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Mobile Phone Number: +961.79102980

Personal Information

Birth Date: August 22, 1992

Gender: Female

Nationality: Lebanese

Residence Location: Beirut, Lebanon

Marital Status: Single

Professional Experience

August 1st, 2016 – Till May 12, 2017: Executive Assistant / HR Officer

Mindset Holding SAL – Badaro

Main Duties: Attendance; Payroll; Data entry; Follow up on all legal papers; Account payable...

June 1st, 2014 – April 30, 2015: Underwriter and Customer Care Officer

Bankers Assurance SAL – Lebanese Order of Physicians - Beirut

Main Duties : Data entry; Issuing all kind of policies; Handling customers inquiries and following up with them; Handling phone calls; Filing ..

June 10, 2013 – December 30, 2013: Purchasing Officer

Ciel, a book company – Dbayeh

Sales coordinator in the books department in all Virgin Megastore branches in Lebanon and KSA.

Education

September 2015 till present: Master in Human Resource Management HRM, Saint Joseph's University USJ, Faculty of Letters and Human Sciences, Damascus road (expected graduation: 2017)

2013-2014: Bachelor degree in translation, Lebanese University, Faculty of Letters and Human Sciences, Center for Languages and Translation, New Raouda

2009-2010: High School Diploma, Literature, Notre Dame des Apôtres, New Raouda

Skills

Microsoft Word, Microsoft Excel and Microsoft PowerPoint

Outlook

POS (Omega)

Languages

Fluent in Arabic

French and English – All written, read and spoken
