

Salua Akl

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Skilled and dedicated Professional Administrative/HR assistant with more than six years of experience supporting senior level executives: coordinating, planning, and supporting operational & administrative functions.

My work as an Administrative/HR assistant has given me exposure to many different business sectors including Customer Service, Human Resources, Sales and Marketing, Information Technology. I am a constant professional and exhibit a high-level of ethics, character, and empathy. I have a strong and positive attitude towards life, people, and career.

I am very interested about the position, and I'm sure with my experience I will be able to perform the job with high proficiency.

EDUCATION & CERTIFICATIONS

• HRBP Course (Attendance)	Morgan International Lebanon	Nov 2013 Jan 2014
• B.A - Degree in Business Administration	Arab Open University	2009
• Lebanese Baccalaureate Part II	Furn El Chebbak High School	2001

PROFESSIONAL EXPERIENCE

Corporate Finance House sal – Beirut – Lebanon

Provide investment banking services globally with a focus on the MENA region.

Provider of specialist financial advisory services for debt and equity private placements, mergers and acquisitions, debt restructuring, family office advisory, leveraged buy-outs, divestments, IPO's, and real estate finance.

Administrative / HR Assistant, July 2010 – May 2017

Responsible for providing full administrative support to the HR manager & office staff.

- Arranging visas for business related travel for managers and the staff as required.
- Making reservations and accommodations of hotels and booking the tickets.
- Updating job descriptions for all positions at regular intervals with the respective managers.
- Preparing employee travel expenses and submitting it to accounting for payment.
- Liaising with insurance companies for different types of insurance & medical coverage to employees.
- Keeping records of staff insurance and getting it renewed in due time.
- Organizing & arranging interviews for candidates.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Maintaining and updating leave records.
- Maintaining of employee files (ID info, certifications, insurance papers...).
- Handling the Petty Cash & reporting it to the accounting department.
- Handling discrete information related to employee relations, changes in the organization, performance appraisals, confidential information issues and others.
- Managing, organizing & updating files, records (hard & soft copies), correspondences, charts & reports.
- Handling day-to-day operations such as: answering, screening & transferring inbound phone calls.

Mac-Corp co. - Electrical Engineering Co. – Beirut-Lebanon

Provider of Low-Current & Fire-Fighting systems to workplaces, commercial centers, hotels, leisure venues & homes.

Administrative Assistant, April 2009 – June 2010

- Following up on the tasks delegated by the office manager to staff and report progress on timely basis.

- Updating and chasing delegated tasks to ensure progress to deadlines.
- Checking deadlines on incoming requests and putting preliminary work in play.
- Keeping projects on schedule by recommending appropriate actions.
- Scheduling and coordinating meetings, appointments and travel arrangements for managers and colleagues.
- Greeting visitors and determining whether they should be given access to specific individuals.
- Monitoring and taking care of purchasing office supplies.
- Handling confidential information in a professional manner.
- Coordinating and maintaining records for staff, parking, and petty cash.
- Forwarding incoming general e-mails to the appropriate staff members.
- General clerical duties: answering and transferring the calls and taking notes, photocopying, printing, and faxing.
- Filing and retrieving corporate documents, records, and reports.

Itihad Al Khalij Company. "Maid Services co." - Beirut-Lebanon
Provider of domestic helpers to households and companies.

Secretary, September 2008 – March 2009

- Responsible for handling policies for clients and following up on the tasks.
- Responsible for processing invoices and handling petty cash.
- Following up with the households to make sure they are getting the required services.
- Answering telephones and transferring to appropriate staff member.
- Performing clerical duties such as maintaining hard and soft filing system, photocopying, faxing, and mailing.

Amana" Insurance Co – Beirut-Lebanon
Provider of Auto Insurance, Health Insurance, and Travel Insurance.

Secretary, March 2006 – Feb 2008

- Responsible for handling different types of Auto Insurance policies.
- Following up with clients for policy renewal, for policy updates information.
- Responsible of invoices, petty cash, & filing.
- Handling a variety of client issues in case of car accidents or any concern.
- Answering general phone inquiries using a professional manner.
- Greeting clients/suppliers/visitors to the organization in a professional and friendly manner.

Skills

Computer Skills:

- Word, Excel, Power Point, Fast Typing (47 words per minute)
- Website codes.

Languages:

- Arabic: Native Language
- English: Proficient
- French: Intermediate

Activities:

- Aerobics, Swimming and Reading

Available for Employment:

In one month.