

Né le 01/03/1977
68400 Riedisheim
Plus de 10 ans d'expérience
Réf : 2503271216

Administrative assistant / protocol officer

Ma recherche

Je recherche tout type de contrat, dans toute la France, dans le Batiment.

Formations

06/2018 : Advanced Communication Skills Workshop
Advanced Communication Skills Workshop

06/2017 : Effective Presentation Techniques Course
Effective Presentation Techniques Course

06/2014 : Personal Efficiency Course
Personal Efficiency Course

06/2012 : Welcome to ICRC course
Welcome to ICRC course

06/2005 : Information Management Course
Information Management Course

06/2004 : à U.S.E.K.

06/2000 : Bac à Lebanese University

06/1997 : Bac à Lebanese University
Philosophy

06/1997 : Information Management à TLC
Information Management

06/1995 : Bac à Val Père Jacques
Lebanese Bacc II

Expériences professionnelles

01/2012 - 12/2012 :

Administrative Assistant - Protocol Officer chez Icrc (international Committee Of The Red Cross)

- Focal person for ICRC Syria Delegation in Lebanon - Administration & Protocol
- In charge of visa requests (Schengen - All type - Follow with related Embassies or offices in Lebanon)
- In charge of Lebanese visa requests (follow with Lebanese Authorities)
- In charge of Hotel accommodation requests in Lebanon (including invoices and statements of account)
- Brief new ICRC comers with presentation
- Administrative assistant for Beirut Delegation
- Event Organizer
- Flight booking and ticketing

01/2010 - 01/2012 :

General Supervisor - Administrative chez Ksa sur Ryadh

- Supervise 100 Pax related to internal general tasks
- In charge of 3 warehouses (inventory + administrative related tasks)

01/2008 - 01/2010 :

Front Office Manager chez Acropolis Hotel sur Kaslik

- In charge of Front Desk operations
- Supervise Front Desk team

01/2004 - 01/2008 :

Night Manager/Auditor - Night Supervisor chez Al Bustan Hotel

- Supervise the Hotel Night shifts (Kitchen - Security - Maintenance)
- In charge of Night operations - Front Desk
- Close Daily operation - Cash - Print Audit file - compile files
- Assist in F&B events

10/2002 - 12/2002 :

the President of the Republic of Lebanon, Commander of the Lebanese Army and commander of the Brigade

03/2002 - 12/2002 :

Professional Clarinetist chez Arab Summit

President of the Republic of Lebanon, Commander of the Lebanese Army and commander of the Brigade

01/2000 - 01/2004 :

chez Lebanese Army Music Brigade

01/1998 - 12/2000 :

Cashier + Administrative assistant chez Daher El Bachek Gov Hospital

- In charge of payment operations during the day in & out patients
- Close cash with Audit
- Administrative tasks (Data entry all check in patients - follow on all in house patient data - data entry medicaments and treatments - Filing all patients in & out)

01/1997 - 01/1998 :

Administrative assistant and Secretary for the Commander of the 1st Brigade office chez Military Service

- Data entry and secretarial tasks related to the Brigade

01/1995 - 01/1997 :

Administrative assistant chez Office Simon Asmar sur Studio El Fann

- In charge of direct payment related to Singer, Event location, Television, Radio station, Musical band, ...
- Follow with Event Organizers (travel, visas, passports, band, location, ...)

Langues

Arabe (Oral : courant / Ecrit : intermédiaire), Anglais (Oral : courant / Ecrit : intermédiaire), Français (Oral : courant /

Ecrit : intermédiaire)

Atouts et compétences

invoices, Administrative, Administration, Administrative tasks, Radio station, Kitchen, Data entry, presentation, Filing, Front Office, Faxing, Maintenance, patient data, secretarial, warehouses, Delegation, Television, Typing

Permis

Permis B

Centres d'intérêts

Professional Clarinetist - Musician & Teacher, Cars - Hardware