

Né le 01/03/1977

**68400 Riedisheim**

**Plus de 10 ans d'expérience**

**Réf : 2503271216**

## **Administrative assistant / protocol officer**

### **Ma recherche**

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

### **Formations**

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**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**

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**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 Bacheh 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, ...)

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**Langues**

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

Ecrit : intermédiaire)

## Atouts et compétences

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

## Permis

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Permis B

## Centres d'intérêts

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Professional Clarinetist - Musician & Teacher, Cars - Hardware