Administrative Assistant / Protocol Officer

Né(e) en 1977 · 68400 Riedisheim · Plus de 10 ans d'expérience · Réf. 2503271216

Ma recherche

Contrat recherché : Tout contrat
Zone : Toute la France
Mobilité : sur toute la france
Rémunération : A étudier
Secteur : Bâtiment

Formations

2018-06-30 — Advanced Communication Skills Workshop
Advanced Communication Skills Workshop
2017-06-30 — Effective Presentation Techniques Course
Effective Presentation Techniques Course
2014-06-30 — Personal Efficiency Course
Personal Efficiency Course
2012-06-30 — Welcome to ICRC course
Welcome to ICRC course
2005-06-30 — Information Management Course
Information Management Course
2004-06-30 — U.S.E.K.
2000-06-30 — Bac — Lebanese University
1997-06-30 — Information Management — TLC
Information Management
1997-06-30 — Bac — Lebanese University
Philosophy
1995-06-30 — Bac — Val Père Jacques
Lebanese Bacc II

Expériences professionnelles

2012-01-01 - 2012-12-31 — Administrative Assistant - Protocol Officer

- 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

2010-01-01 - 2012-01-01 — General Supervisor - Administrative

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

2008-01-01 - 2010-01-01 — Front Office Manager

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

2004-01-01 - 2008-01-01 — Night Manager/Auditor - Night Supervisor

- 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

2002-10-18 - 2002-12-31

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

2002-03-27 - 2002-12-31 — Professional Clarinetist

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

2000-01-01 - 2004-01-01

1998-01-01 - 2000-12-31 — Cashier + Administrative assistant

- 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)

1997-01-01 - 1998-01-01 — Administrative assistant and Secretary for the Commander of the 1st Brigade office

- Data entry and secretarial tasks related to the Brigade

1995-01-01 - 1997-01-01 — Administrative assistant

- 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 (Courant), Anglais (Courant), Français (Courant)

Compétences

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

Atouts

Communication Skills, communication, Decision Making, leadership, teamwork Skills, Fidelio, Lotus, Information Management, Excel, Power Point, Windows, Word

Permis

Permis B

Loisirs

Professional Clarinetist - Musician & Teacher, Cars - Hardware

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande sur pmebtp.com.