

Maya Itani

Beirut – Tarik Jdideh

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Beirut June 23th 1980

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Objective

A reliable member is seeking to hold a challenging position in a progressive organization that offers opportunities for advancement, where I can use my experience and skills to play an important role in the growth of the department and can utilize all possible available opportunities to pursue a long term career.

Education

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|-----------|--|
| 2002-2003 | Lebanese Arabic University LAU Business Administration |
| 1998-2002 | Lebanese University BA in Advertising |
| 1992-1998 | Abed El Kader Kabani School Baccalaureate Degree (Philosophy) |
| 2009 | Special Course in Focus Program |

Experience

| | | |
|-----------------|--|-----------------------|
| 2013 - Sep.2022 | Bankmed مجموعة البحر المتوسط Specialist Office Suppliers | H.O. Verdun 01-771881 |
| | Administration Division | |
| | <ul style="list-style-type: none">• <i>Procurement Officer;</i><ul style="list-style-type: none">- Received staff request as business card, stamp, and office supplies.- Ask for quotations from different suppliers and negotiate to get the best to proceed.- Follow up the certified to receive goods and delivered to the requester as fast.- Follow up staff if all is okay and get back his received signature to proceed with the payment.- Received all request related to <i>Facility Management</i> concerned ATM relocated or remove and branch closed.- Received all request related to archive as boxes and shredding to transport from staff to archive or from/to another archive. | |

- Ask for three quotations from three porters to prepare an evaluation to proceed with the best rate.
- Follow up the porter during his execution until received the invoice.

- *Travel Coordinator;*
- Received Business trip request.
- Get Management and HR approval in order to proceed.
- Process with Visa, ticket flights and hotel stay after get quotations from three agencies and online to ensure the best rate and service.
- Ensure all requested to the staff as expenses, airport pick up, transportations, mobile.. etc.)
- Received Travel Expenses after return to check it and send it to proceed.
- Ready to handle any issue facing the staff during his business trip.
- Follow up our account with travel agencies and hotels.

2009 – 2011

Oger International Paris (Engineering)

Hamra - 01-739 506

Assistant Project Manager

- Screening all mails and phone calls
- Prepared offers & BOQ
- Organized meeting and take minutes of meeting
- Coordinate between team and manager
- Responsible of all employees needs and inquires
- Prepare a weekly reports for the evaluation of the project and the budget

2006 – 2009

Premium Projects

Kantari- 01-371 971

Administrative Assistant & HR Assistant

- The link between clients and Architect
- Prepared clients offered
- Screening mails
- Organized meeting and take minutes of meeting
- Follow up suppliers to always update our price list and get the best cost
- Received and screening cvs
- Prepare requested internal memos
- Responsible of employees leaves
- Responsible of all daily expenses

2001 – 2006

CA Advertising

Mazraa 01-566 650

Media Representative and Administrative Assistant

- Follow up with clients and prepare their campaign
- Link between client and graphic designer
- Responsible of All contact with many medias (get the best rate ever)
- Weekly report (comparing all medias rate)
- Daily report (client follow up)
- Responsible of client account
- Representative CA at all events
- All Administrative tasks (screening mails, filing, memo, minutes of meeting, organize meetings to employees, ensure all employees inquires, staff expenses... etc.

Skills

- Proficient in all Microsoft office products from 2000 to current generation
- Excellent Written and verbal communications skills
- Familiar with AutoCAD and Photoshop
- Knowledge of EDM Software (Account Software)
- 90-100 WPM typing skill
- Trustworthy and responsible
- Skilled in customer relations
- Pleasant, professional telephone manner
- Team player who treasures the opportunity to collaborate and learn from peers and superiors
- Attention to detail in recordkeeping, scheduling and organization

Languages

Arabic
Mother Language

French
Excellent Spoken and Written

English
Excellent spoken and Written