

Sandra Najem Gholam

Date of Birth: November 05, 1979

Nationality: Lebanese

Marital Status: Married

Career Objective

To be part of a dynamic team that develops and provide HR & Administration services and programs to the establishment, by consistently delivering high quality work.

Work Experience

KG kids Pre-School Bahrain - Budaya, Bahrain, May 2010– May 2011

Administration Department, Personal Assistant for the Principal

- Communicate with all levels of company personnel, students and parents.
- Enter Student & employee records in the system. Maintain school records such as discipline, leaves and grades.
- Organizing parents meeting with principal.
- Preparing students reports.
- Compose non-routine and routine correspondence for signature.
- Coordinate with various suppliers.
- Performs additional reasonable job-related responsibilities assigned by the principal.
- Assume responsibility for the school in the absence of the principal.
- Promote school image and culture in all internal and external communications.

Chalhoub Group - Dubai, U.A.E, March 2007 – March 2009

Administration Department, Personnel Coordinator

- Maintain leaves of the employees, handle more than 800 employees leave record.
- Deal with a software called Civil soft for leaves & employee record.
- Enroll new employees under medical insurance and life insurance.
- Submit claims for re-imbursement, follow up for the claims submitted for re-imbursement.
- Yearly renewal of insurance.
- Enter employee record in the system, maintain employee files. Assign access card to all employee.
- Organizing new comers meeting, induction etc...
- Generate attendance from the database, monitor absentees.
- Handle Jabal Ali, Dubai & Dubai Media City Visas.
- Prepare documents for the visa process, salary certificate & non objection letter.
- Coordinate training programs both, internal and external.
- Responsible for maintaining training records, keeping track of training schedules, participant and trainer feedback and coordinating action plan.

International Turnkey Systems - Beirut, Lebanon, June 2004 – November 2006

Sales Department, Sales Administrator

- Communicate with all levels of company personnel and customers.
- Maintain project & complex filing, logging and recording systems unique to functional requirements: make sure all correspondence and reference documentation are in place, update the electronic and physical file for all the sales team.
- Assemble data required for answering inquires & for preparation of reports, presentations, handouts.
- Compose non-routine and routine correspondence for signature.
- Identify inaccuracies in written communication and in taking corrective action.
- Coordinate with various suppliers: request and follow up on proposals and quotations, track delivery dates, delivery notes, invoices and payments, follow up on repairs and exchange of defective parts, follow up on purchase orders and payments.
- Prepare proposals: file, edit, collect various components of the proposal etc.
- Prepare & follow up on purchase requisition. Initiate follow-up on pending matters.

- Assist in conferences & workshops: help in paperwork and prospects/customers follow up.
- Take care of the administrative & secretarial work related to the Sales Department (ISO compliance, RFP Logging/proposal checking).
- Execute other assigned tasks: assist the sales team in their work that they require from me.

HR Department, Acting as HR Manager by fulfilling all her tasks during her maternity leaves (2 months).

Administration Department, Executive Assistant

- Establish & maintain project files at Banque Libanaise pour le Commerce & Arab Finance House: file all correspondence in relation to the projects and ensure a through follow up in accordance with ISO standard.
- Assist in correspondence and other phone and fax communications: assist managers with other assigned tasks.
- Coordinate with the office on all administrative issues & provide back up to the office secretary.
- Provide friendly response and feedback to colleagues' request.
- Promote ITS image and culture in all internal and external communications.

LibanCell - Beirut, Lebanon, August 2000 - May 2004

Information Systems Department, System Development and Operations Unit Administrative Assistant

- Setup and maintain an organized and efficient filing system at unit level.
- Manage and maintain administrative tasks: coordinate meetings and schedule conference rooms, make and follow up on travel arrangements, coordinate appointments, coordinate training and training room schedules, manage and maintain records of overtime, leaves, absences, training, and trips.
- Prepare and distribute weekly and monthly reports.
- Assist in correspondence and other phone and fax communications: assist managers with reports, data collection and other assigned tasks, provide assistance to all department staff.
- Coordinate with various suppliers: request and follow up on proposals and quotations, track delivery dates, delivery notes, invoices and payments, follow up on repairs and exchange of defective parts.
- Coordinate with other units, mainly Accounting and Human Resources: initiate and follow up on purchase orders and payments, overtime, leaves, absences and training reconciliation.
- Work on Oracle Financial Application.
- Supervise the office boys and manage the common workspace and equipment.
- Provide back up to the IS Executive Assistant.

Est. Faubourg St Jean - Beirut, Lebanon, September 1997 - October 1998

Administration Department, Secretary

- Handle all administrative work.
- Provide support for the manager and all the staff.
- Maintain an organized and efficient filing system.
- Prepare invoices.
- Assist in correspondence, phone and fax communications.
- Coordinate with various suppliers and locaters.
- Strive to maintain a good image of the Establishment.

Nobilis Maison D'edition - Beirut, Lebanon, November 1996 - January 1997

Commercial Department, Sales Representative

- Familiarized with sales.
- Assist in a promotional program during Christmas & New Year period.

Bou Khalil Hyper Market - Beirut, Lebanon, November 1995 - June 1996
Administration Department, Cashier

- Collect cash money from customers.
- Manage, handle & control the cash collected.
- Monitor the cash count process that has to be delivered to the bank.
- Perform spot checking on petty cash.
- Count the daily cash money amount to match the reported amount.
- Prepare daily statistical findings to the Supervisor highlighting the total amount transferred to the bank.

Trainings

- Interpersonal Communication Skills: by Meirc Training & Consulting.
- Beginning Outlook: by New Horizons.
- Emotional Intelligence: by ITS Education Training Center.
- E-mail Etiquettes: by ITS Education Training Center.

Education

- Business Administration & Translation 2001 Lebanese University
- Lebanese Baccalaureate 1998
- Lebanese Brevet 1995

Languages

- Arabic: written, spoken and understood.
- English: written, spoken and understood.
- French: written, spoken and understood.

Computer Skills

Microsoft office, Excel, Word, Power Point, Internet.

Activities

Scout- Guide du Liban for 5 years.

Hobbies

Swimming, hiking, traveling & music.

References

Available upon request.