

# THARAA BOGHAWI

Open to Work

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Date of Birth: 20-09-1994



## About

My name is Thara'a, I have 4+ years in office management and customer services capability. With previous experience as Executive Assistant at Alebel Electronics and as Business Development at Red Crescent, I'm looking for Graduate Job opportunities in the field of Administration, Human Resources or Management in Dubai. Additionally, I graduated with a Bachelor's Degree in Archaeology from Damascus University in January 2020.

Over the years, I have built up lots of experience that is a match for this role. I am a good communicator, I can manage lots of tasks, I am a solid team worker, and I am always looking to improve. My main strengths are the fact I will always try to help your business grow and I will do that by being loyal, acting as a positive role model for the company, and ensuring everything I do is to a high standard.

## WORK EXPERIENCE

### Executive Secretary

**Alebel Electronics company** - Dubai (Oct 2020 to Oct 2021)

Electronics, Manufacturing Industry

- **Director Business & Personal Matter.**

1. Acting as a first point of contact: dealing with correspondence and phone calls.
2. Managing director's calendars and email.
3. Diary management including arranging internal and external meetings with taking notice.
4. Remind director of important tasks and deadlines.
5. Maintain the database and prepare reports and documents.
6. Report to management and provide decision support.
7. Undertaking research, gathering information, as well as sorting and categorizing it accordingly.
8. Manage personal appointments and travel arrangement as needed.
9. Manage renewals of memberships, lease, personal documents.
10. Pay bills, oversee budget for specific things.

- **Operations & HR.**

1. Handle staffing issues and requests.
2. Following up with suppliers from China, with handling quotation.
3. Manage all customers' requirements.
4. Build relationships with prospective clients (B2B and B2C).
5. Support with recruitment including management of the interview and assessment, selection, and hiring.
6. Onboarding new employee in all administration with providing training as needed.

7. Follow up with PRO to ensure timely processing of all required immigration documents.

## **Team Coordinator**

**Syrian Arab Red Crescent - Syria (October 2017 to September 2020)**

Business Development Industry (Livelihoods Projects)

### **Working as a volunteer form 2015**

- ❖ Responsible about planning project (livelihoods projects)
  1. Preparing annual strategic plans for the projects, and for each stage of implementing regarding to targets.
  2. Manage Periodic meetings with headquarter and field partners
  3. Manage annual, semi-annual, monthly, weekly Reports.
  4. Managing the team's recruitment process and conducting interviews with HR team.
  5. Team leader in the field.
  6. Act as the first point with community leaders and heads of relevant branch.
  7. Support and educate the new volunteers that join the team.
  8. Supervising the preparation and implementation from the beginning of the project with the team, for example but not limited to:
    - Studying whole project. (The idea, the purpose, inputs, business plans... Etc.)
    - Meeting with field partners to share information about (project proposal, time framework, targeted number)
    - Training volunteers to spread awareness of the project idea and its stages to the beneficiaries
    - Implementation of the project in the field as, assessment visits for families, distribution of inputs.
    - Completing the office work on the project by analyzing data and preparing a database.
    - Preparing reports to headquarter.
    - Study a success story for the project.

## **Administration Assistant / Sales**

**United Orbit Group - Syria – Full Time (Apr 2015 to Aug 2017)**

Cosmetics, Fashion, Luxury goods

1. Acting as a first point of contact: dealing with correspondence and phone calls
2. Determine the dates of interviews, and meetings of the director, according to his agenda.
3. Arranging and organizing the files and the various documents on which the administration works.
4. Support the sales team with follow latest trends in fashion and luxury goods, make weekly sales report.
5. Determine quantity of cosmetics and goods regarding of sales report.
6. Coordination with the suppliers for our new ideas and making good, including quotations.
7. Working with a team to increase the percentage of sales with an amazing communication skill.
8. Training a team of five people on sales marketing, dealing with customers, destroying the daily goal and following them up in real time from the beginning of the work day until its completion.
9. Creating a comfortable environment for working among the team filled with positive energy and motivation, following up all the problems between them and customers and resolving them in a way that enhances the employee's self-confidence

## EDUCATION

### **Bachelor's Degree in Art (Archaeology)**

Damascus University – Syria – Graduated on 6th Jan-2020

## PERSONAL SKILLS

- M.O: (Excel, Word, Pp.).
- Interpersonal Skills.
- Team Player.
- Well-developed planning and organizational skills.
- Highly Attention to detail.
- Verbal and written communication skills.
- Good Friendly Attitude.
- Multitask and priorities tasks.
- Quotations & Invoices.
- Basic Photoshop.
- Data Entry.
- Brand Ambassador.
- Beginner in translation to Arabic.

## CERTIFICATIONS AND COURSES

- **ICDL , International Computer Driving License (2015)**
- **Principles of first aid Course - SARC (2015)**
- **Principles of disaster management Course - SARC (2016)**
- **Livelihood basics Course - IFRC (2017)**
- **Livelihoods Programming Course - IFRC (2018)**
- **Syrian Driving license (2020)**
- **Bachelor's Degree in Archaeology Certificates (2020)**

## LANGUAGES

- **Arabic (Native)**
- **English (Bilingual)**

**References are ready when required**