

Maya Haffar

+971-56- 345 1868

mayahaffar@gmail.com

Executive Assistant: Meticulous, task-driven Executive Assistant with 12+ years of administrative experience in managing client-centric office operations. Equipped with exceptional ability to facilitate all aspects of internal and external communications, support the day-to-day administrative. Financial and operational functions by working collaboratively with C-level executives.



Experience

09/2018 to Present

Executive Assistant to Managing Director

ENERTEC FZ-LLC, UAE

- Ensured follow-through of all discussed items in meetings, with updates being incorporated into reports
- Developed, planned, and implemented legally adherent and cost-effective procedures for office operations.
- Coordinate daily customer service operations such as front desk processes, orders, and payments
- Maintain detailed logs and reports of services performed, profit, and budget information.
- Acted as the frontline in dealing with public relations, boosting the organization's credibility.

02/2015 to 09/2018

Executive Procurement

A2Z KITS (PART OF ENERTEC GROUP)

- Act as the point of contact between the Manager and the Suppliers
- Providing products samples for quality approval
- Preparing LPOs and Sales Invoices
- Managing phone calls and e-mails to the suppliers and customers

Marketing Assistant

A2Z KITS (PART OF ENERTEC GROUP)

- Assist with the creation of press releases and new blog posts.
- Compiled and distributed successfully the financial and strategical information, such as spreadsheets for the best performing product.
- Conducted primary research with customers and organizations buying most demanded items.

Highlights

- File Maintenance
- Schedule Management
- Time Management
- Influential Negotiations Skills
- Budget Management
- Organizational Skills
- Efficient Calendrer Management
- Client & Employee Relations
- Good manners

Education

- Business Administration Diploma – 2021
- Bachelor degree in English Literature – Damascus University 2001

Certifications

- From The American Language Center "Business Communication Skills Course"
- From SEBC " Introduction to Modern Management "
- From New Horizons Center " HTML, Front page, Dream Weaver"

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Experience

01/2002 to 02/2015

Responsible for Administrative & International Relations Department

FEDERATION OF SYRIAN CHAMBERS OF COMMERCE, Damascus, Syria

- Translation section (translating all English business correspondences into Arabic and translating the required Arabic business correspondences into English)
- Responsible for Administrative Affairs "classifying staff data- attending meetings and reporting minutes of meeting"
- Managing digital Correspondences via E-mail.
- Reporting English & Arabic business Correspondences
- Businessmen Councils" attending meetings, reporting minutes of meeting, classifying the members data of each council"
- Verification of goods invoices " verifying & matching the data of the invoices, certificates of origin, and bills of lading "

Languages

Arabic : Native speaker

English: Fluent reading, writing & speaking

Visa Status

Residency Visa

References

Available upon request

Certifications

- Computer Courses: Windows, Word, Excel, Photoshop, Power point, Internet"
- From The American Language Center "Business Communication Skills Course"
- From SEBC " Introduction to Modern Management "
- From New Horizons Center " HTML, Front page, Dream Weaver"
- Computer Courses: Windows, Word, Excel, Photoshop, Power point, Internet"
- From SEBC " Management Skills "
- From Higher Language Institute- Damascus University " In English as a Foreign Language"
- From The American Language Center "Teacher Training Course"
- From the ALTC 'Book Club"
- ICDL Certificate from SBS Center

Hobbies

- Computers: Searching the Internet Websites
- Music: listening to various kinds of music
- Other hobbies: Reading-Travelling-Driving