

YVETTE EL KHOURY

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Nationality : Lebanese
Date of Birth : 15/11/1966
Marital Status : Single



OBJECTIVE

To obtain a mid-level position in a dynamic organization where I can maximize my management and business administration skills as well as provide value to the company.

QUALIFICATIONS

- Self-motivated with excellent organizational skills
- Skilled in orchestrating tasks in a timely and accurate manner to achieve project goals
- Thrives in highly pressurized and challenging work environments
- Experienced in maintaining full confidentiality and compliance guidelines
- Comfortable working with all levels of employees in an organization
- Ability to master new IT systems within a short time frame
- Flexible and able to adjust to various situations with minimal impact

EXPERIENCE:-

Al Farah Foods: PRO and Admin from 2017 till date.

- Process all transactions for UAE Visa, Labor card / Labor Contract & Emirates ID. And communicate with clients and reply their Emails to finish the ongoing works.
- Manage and handle office administration work. .coordinate office procedure. Write letters and emails on behalf of other office staff.
- Carry out administrative duties such as filing. Typing, copying, scanning etc.,

**Tasheel: Sales Supervisor/Organizer Management, Abu Dhabi, UAE
December 2015 To 2017**

- Managing day-to-day activity include responding to calls, drafting and responding to emails, scheduling and coordinating meetings follow ups with various stakeholders to finished on time all papers for employees to be residency in UAE
- Provide office support services in order to ensure efficiency and effectiveness within the band office
- Maintain the online filing system and file all correspondence assist in the planning and preparation of meetings, conferences and conference telephone calls
- Respond to public inquiries
- Review all data change requests in compliance with policies
- Establishes client contracts through sales calls

Margin Typing: Owner/Manager, Abu Dhabi, UAE

2002 - 2015

- Process all transactions for UAE visa/Emirates ID in a timely and accurate fashion
- Determined all IT needs and implemented accordingly
- Maintained all IT requirements to ensure continued operations
- Worked with employees to develop useful and easy to read reports
- Managed a staff of 4 employees
- Provided all HR functions for employees including but not limited to payroll, training, and development

UFA/INAYA INSURANCE: Assistant Manager, Underwriting, Beirut, Lebanon 2000 - 2002

- Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports..

- Participated in preparation of all UFA conferences and exhibitions
- Maintained office scheduling and event calendars
- Set up and handled incoming mail and office filing systems

**AMANA INSURANCE: Executive Secretary, Beirut, Lebanon
1999 - 2001**

- Executive Secretary + Claim Department
- Collected and coordinated the flow of internal and external information.
- Established the administrative work procedures for tracking staff's daily tasks.

EDUCATION

- Beirut Arab University – Bachelor of Business Administration (4 years)
- American Language Center, English Language
- American Language Center – Computer Courses
- Byblos Institute – Executive secretarial

LANGUAGES: Arabic and English
French reading and writing

COMPUTER SKILLS: Microsoft Office, Other Employment Software Systems