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| **Dalia Ismail** |
| **Date of Birth: 7 October 1992Languages Known: Arabic (excellent/Native), English (excellent) , French (Fair)Address: Lebanon ,Beirut , Zaref****Mob. 009613786692Home 0096101340034Email ID – dolly92.di@gmail.com****Career Objective****To work in a conducive environment for reputed organization which provides opportunities to learn & enhance work skills, that will help me grow & excel my career to contribute positively towards organizational growth.****Professional Experience****1. Currently working with ‘*Badri and Salim El Meouchi Law Firm’* from Jan 2016*** **(Dealing with operating procurement, Handling Secretary work such as arranging meetings.**
* **Taking care of all internal and external calls. Handling all the call charges for lawyers.**

 **Maintaining all files related data.)****Job Skills: Plan the work on daily basis, Discuss issues with reporting manager immediately.*** **Working closing with internal clients. Implement ideas that lead to process improvements (cost, time, service improvement). Ensure appropriate and adequate documentation is in place for process & action. Learning & operating new systems and various processes.**
* **Improving job quality & speedy work process.**

**2. Worked for *Kidzmondo Sal*. From April 2013 till December 2015 as a Supervisor in ticketing department. (Handling computer operations, responsible for vendor payment, weekly schedule, pay role for employees, handling checklist of stocks needed.)****3. Worked for ‘*Snack Jeita*’ as a Back Executive Processing of Bills and vendor payment.****Educational Qualifications*** **Passed High school Diploma City International School**

 **Psychology in HaigazianUniverity with Passed BA in business.** **Professional Qualification****Good Computer skills such as Excel, word, and even Statistics SPSS.****Achievements/Extra Curricular Activities*** **Participated in School & Collage Events.**
* **Participate in Organization & Arrangements of Local Festivals, Functions & Social Services.**
* **Positive Attitude.**
* **Creative, Hard Working.**

**Interest*** **Reading, Music and Adventuress.**
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