|  |
| --- |
| **Dalia Ismail** |
| **Date of Birth: 7 October 1992 Languages Known: Arabic (excellent/Native), English (excellent) , French (Fair) Address: Lebanon ,Beirut , Zaref**  **Mob. 009613786692 Home 0096101340034 Email 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.** |