**Nadine Halawi**

**Beirut-Lebanon**

 **03-731111**

**Nationality**  Lebanese

**Date of Birth** 23/08/1971

**Education** BA in Advertising, Lebanese American University, Beirut-

1989-1992 Lebanon

March 2011 Human Resources Management Diploma (Not completed)

 American University of Beirut

October 2016 Studying Travel and Tourism

 Mira Center

 Will graduate in April

* Organizing touristic programs
* Ticket reservations
* Touristic geography
* Touristic planning
* Online tickets reservation (Amadeus)
* Hotel reservation

**Languages** Perfect communication skills in Arabic and English.

 Fair knowledge of French and Italian

**Skills**  Computer skills: Microsoft Office, Word, Internet

 Well organized, resourceful, creative, ambitious, quick learner

 Ability to maintain a positive attitude in all aspects of professional life

 Able to work under pressure

 Flexible to the job requirements

**WORKING EXPERIENCE**

Jun 2015-still **Intesa San Paolo Bank (Beirut representative office)**

Position Personal Assistant for the Chief Representative for Beirut, Syria and Amman

[www.intesasanpaolo.com](http://www.intesasanpaolo.com)

Feb 2013-Mar 2014 **MINUS 5 and The Fantastic Film Factory**

Position Office Manager/ Personal Assistant to the Chairman

www.minus-5.com

[www.thefantasticfilmfactory.tv](http://www.thefantasticfilmfactory.tv)

* + - * Manage and maintain the Chairman’s diary and e-mail account
			* Filter e-mails, highlight urgent correspondence and print attachments
			* Answer and direct phone calls
			* Prepare correspondence on behalf of the Chairman, including drafting of general replies
			* Greet all guests and announce arrival to the pertinent parties
			* Manage the reception area and the studio
			* Coordinate calendars, meetings and conference calls
			* Responsible for filing and keeping records of financial and legal documents
			* Provide general office administrative services including the distribution of mail, copying, faxing, file set-up & maintenance
			* Responsible for ordering office supplies, maintaining office and kitchen supplies, ordering business cards, office equipment, etc.
			* Build and update mailing and contact Database
			* Responsible for handling travel and hotel accommodations for management team , casts and guests as well as visa processing
			* Manage monthly events and exhibitions hosted by Minus 5

Sep 2012- Jan 2013 **Atelier Sylvio Tabet**

Position Manager/ Personal assistant to Sylvio Tabet

 [www.smtabet.com](http://www.smtabet.com)

 [www.ateliersylviotabet.com](http://www.ateliersylviotabet.com)

* + - * Organize, prepare and confirm appointments and meetings.
			* Prepare all travel arrangements and accommodation
			* Responsible for smooth running of Atelier and warehouse
			* Prepare monthly expense sheet
			* Prepare all correspondence letters and e-mails
			* Locate, archive and file all documents
			* Planned and organized all events for Atelier

Jan 2009-May 2011 **The Unit (Business Consulting)**

Position HR Solutions Manager (Recruitment consultant)

* + - * Recruiting and selecting candidates for our clients
			* Matching the needs and expectations of clients and candidates
			* Interviewing candidates
			* Organizing meetings for clients with potential candidates
			* Handling all job advertisements
			* As well as ensuring the smooth running of the office and assisting staff

Dec 06- March 08 **Landmark Properties**

Position Property Consultant

 - Worked in Commercial and residential leasing and sales

 Was voted salesperson of the year in 2007 (employees 216)

Jun 98- Dec 98 **Fauchon (member of Al Futtaim Group)**

Position Marketing Manager

* Responsible for planning and marketing Fauchon Café franchise in Dubai
* Handled advertising and PR for the brand
* Launched and opened first outlet in Deira City Centre

Dec 97- Jun 98 **Movies to Go ( Laser Disk rental shop), Beirut Lebanon**

Position Owner/ Manager

* Started own business of renting Lazer disk movies and first to

Introduce the “Home Delivery” service, as an added value to

 customers

Dec 94- Aug 97 **Media Marketing, Beirut- Lebanon**

Position Marketing Manager

* Marketed and represented exclusively Ministry of Tourism and

Chamber of Commerce official magazines

 - Handled all promotional activities and advertising of these

 Magazines as well as the official Beirut Shopping Festival Guide

Apr 94- Nov 94 **Echo Lebanon Marketing Co., Beirut - Lebanon**

Position Fairs & Exhibitions Director

* Responsible for organizing Fairs & Exhibitions in Lebanon
* Handled the “ Arab World Travel & Tourism Exchange” in the

UAE for the Lebanese Market

* Special assignment in Abu Dhabi- “ Professional Tourism

Exchange”

Feb 93- March 94 **Sky- Netics, SA ( Telecommunication Service), Beirut-Lebanon**

Position Sales Executive- Client Servicing

* Responsibilities included developing the “ call-back” service, newly introduced in Lebanon
* Trained and followed up with sub-agents selling the service

Nov 92-Jan 93 **Publi-Graphics Advertising and Marketing, Dubai- UAE**

Position Trainee

* Attended comprehensive training ( 8 weeks) in client servicing,

Media and general overview of the Gulf Market

**Workshops attended:**

Effective Job Descriptions May 26, 2010

Quality Tools & Indicators April 13 & 14, 2010

Motivation at Workplace May 18, 2010