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| **Rania Boukarroum** | |  |
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| Email: [rania\_bk@hotmail.com](mailto:rania_bk@hotmail.com)  Car and  UAE Driving License | |  |
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|  | **PERSONAL SUMMARY** |  |
|  | A highly motivated, confident individual with exceptional multi-tasking and organizational skills. Able to exhibit confidentiality, discretion, diplomacy and professionalism when dealing with directors and senior managers. Possessing a proven ability to help managers to make the best use of their time by dealing with their secretarial and administrative tasks.  Ready and qualified for next stage in a successful career. Currently looking for a suitable position with an ambitious company.  **WORK EXPERIENCE**  ***Crown Engineering January 2015 till Jan 2018***  ***Sales Representative***  Present, promote and sell products / services using solid arguments to existing and prospective customers.  Work with customers to find what they want, great solutions and ensure a smooth sales process.  Resolution of customer problems and complains to maximize satisfaction.  Working to find sales leads, through business directories, client referrals.  Visiting clients and maintaining positive business relationships to ensure future sales.  **Competencies:**  Customer service, Meeting sales goals, Negotiations, self confidence, product knowledge, presentation skills, client relationships, Motivation for sales.  **I**  ***AR Wealth LLC / Owned by Aamer Al Fahim***  HR Employee Services And Administration  November 2013 till Dec 2014   * Receive and direct visitors and clients * make travel arrangements for managers * Assist various departments within the company in general administration tasks * Answer all business calls and handle queries, requests and correspondences * Organize and maintain business schedules and make business appointments, bookings and reservations * Organize reports and brieﬁngs with regards to speciﬁc projects if requested * Maintain employee records (soft and hard copies) * Handle employee related bio data and family status in terms of tickets eligibility, medical insurance, leave balances / carryforward and end of service. In addition to government relations job by handling employee residence, labor cards for self and dependencies * Update HR databases (e.g. new hires, separations, vacation and sick leaves) * Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers * Coordinate with Finance department for job related office expenses * Prepare reports and letters for internal communications * Develop and maintain a filling system | |
|  | ***Al Fahim – Abu Dhabi*** |  |
|  | Personal Assistant  H.E. Aamer AlFahim Office |  |
|  |  | April 2007 – November 2013 |
|  | Working in a fast paced environment giving full administrative and secretarial support to the Executive Director H.E. Dr. Aamer A. J. Al Fahim | |
|  | * Provide general secretarial / administration support to the Executive Director. * Organizing internal / external meetings. * Manages the Executive Director’s schedule and makes appointments; ensuring all parties are aware of any changes and updates. * Provide support to the Division Director and Senior Management, and team when required. * Reviews, proofreads and edits documents prepared for the executive's signature. * Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the executive and staff. * Responsible for answering and screening telephone calls and face to face inquiries. * Making appointments and arranging travel and accommodation. * Coordinates and facilitates the Executive's calendar to arrange appointments and meetings. * Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other complex documents. * Creates and maintains database and spreadsheet files * Manage internal communications between other administrators. * Maintaining and enhancing the working environment of the department. * Carrying out routine administrative duties like photocopying and filing etc. * Dealing with incoming emails, faxes and post. * Promoting a professional image of the company. * Raising purchase orders and responsible for the office stationary. * Meeting with Division’s Director and Senior Management to review office performance. * Ensure e-mail lists and other electronic communications systems are up-to-date and meet staff needs. * Ensure the office is clean, well organized and provides a safe working environment for employees and volunteers. * Supervising the work of other administrative staff, monitoring the workload and efficiency. | |
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|  | ***NATGAZ S.A.L, Beirut - Lebanon*** | |
|  | Administrative Assistant / HR officer | |
|  | July 2003 – August 2006 | |
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|  | * Check documents submitted by departments before submitting the same to the General Manager for approval. Also liaise with Finance department whenever clarification with regard to financial information is required. * Maintain strict confidentiality of all documents, reports and information received or forwarded through the General Manager's Office. * Perform the secretarial functions for the Department, like attending telephone calls, scheduling appointments, typing, mailing, faxes, filing, taking minutes, etc. * Arrange the dairy of appointments and meetings and any other activities and provide files and documentation for such activities. * Arrange appointments & contacts with Business Units. * Run daily, weekly, and monthly reports. * Maintain employees’ files. * Manage personnel forms. * Prepare payroll. * Control staff adherence to rules and regulations. * Coordinate training session with training centers. | |
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|  | **KEY SKILLS AND COMPETENCIES** | |
|  | * Excellent communication skills able to liaise confidently with senior management. * Good understanding of director level responsibilities. * An excellent level of attention to details. * Ability to prioritize workload in a demanding team environment. * Experience and knowledge of Microsoft Office, PowerPoint, Excel, Outlook. | |
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|  | **ACADEMIC QUALIFICATIONS** | |
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|  | Bachelor degree of Business Administration | |
|  | ***Beirut Arab University 1999 – 2003*** | |
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|  | References available upon request. | |
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