

Luna Khames Saleh

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To acquire a challenging position with a progressive company that offers a career with expansion of job responsibilities and environment where achievements will be recognized to continuous growth along with career development

EXPERIENCE

Etisalat Group, Abu Dhabi — Executive Secretary of Chief Corporate Affairs Officer

MAY 2017 - PRESENT

Executive Secretary Duties & responsibilities:

- Maintaining executive's agenda and assisting in planning appointments, board meetings, conference etc.
- Attending meetings and keeping minutes.
- Receiving and screening phone calls redirecting them when appropriate.
- Handle and prioritize all outgoing and incoming correspondences (e-mail, letters, packages etc)
- Make travel arrangements for executives.
- Handle confidential documents ensuring they remain secure.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Preparing presentations or reports as assigned.
- Handling all RA needed work in system as: DNR Topping UP, Blanket PO, Raising PR, Stationary Request, Fixed Asset ordering and transferring, generating variance Reports, leave & sick leave submissions, duty travel, TAD, CBCM, IDM, Getting the accruals, creating share folder, following up all TRA payments, Deadline, RoR act. Moderator, Sending by email incoming letters day to day.
- Handling the external translations by submitting, filing, checking and invoicing on a daily basis.
- iManage, eLearning arrangements, adcap & RA attendance Super user spoc.
- Involving in submitting Numbering Resources requests, ADCAP, Budget reporting, Processing Spectrum, DNR, Numbering, ICT, Annual License fees, Secondments & Contracts and tenders fees payments with getting the approvals from all levels.
- Sending reminder emails following up the deadline + redacting the TDRA letters of all ROR & RE periodic reports and TDRA deadlines + ensure submitting it on time.

EDUCATION

2002-2003

Al Manara Private Secondary school, UAE

2004-2006

2 years diploma in Banking and Finance, Abu-Dhabi University

SKILLS

Software

Proficiency in Microsoft Office tools

Practical

Time efficiency
Detail oriented
Team management
Good organization skills
Ability to work under pressure
Result oriented

LANGUAGES

Arabic (native)
English (fluent)

Personal Assistance for the Chairman and Recently as Marketing Manager for the Real Estate Department.

General Company Coordinator Duties & responsibilities

- Responsible for the supervision of program staff and meeting established program goals.
- Responsible for preparing and submitting monthly billing and reports to program management staff.
- Responsible recruiting, hiring, and training new staff.
- Responsible for fostering and maintaining a positive working relationship with other agencies, employers and funding sources.
- Responsible for ensuring compliance with contracts, grants, and accreditation requirements.
- Responsible for monitoring program budgets.

Personal Assistant Duties & responsibilities

- Maintaining large documentation/spreadsheets
- Travel arrangements
- Correspondence on behalf of the team
- Meeting coordination
- Monitoring timeframes for responses to items from a variety of sources
- Diary management
- Developing and maintaining soft and hard filing systems
- General administrative tasks

Marketing Manager Duties & responsibilities

- Marketing Plan
- Managing Personnel
- Advertising & Promotion
- Collaboration
- Business Opportunities
- Renewing Contracts / Issuing Tawtheeq
- Following Up the leasing Contracts
- Contacting the tenants.

Abu Dhabi Commercial Bank, Abu Dhabi — *Processor*

JANUARY 2005 - MARCH 2008

Card Center

Updating customer's details on the bank system and following up with the customers and informing them about our new products and promotions as well as answering the customer's inquiries and complaints.

IPO Centre (DP World IPO) working as Supervisor & Coordinator

Trade Finance Department

- Customer service Executive, dealing with customers and getting bios, Processing, Preparing Transaction Tickets, issuing guarantees and receiving new applications, amendments and cancellation.
- Making all format types of guarantees.
- Getting the electronic no, reference no. for each guarantee.
- Entering the e- guarantees on the labor system.
- Making excel sheets for the outgoing and incoming guarantees and keeping a proper record for all of them.
- Issuing all types of guarantees letters for the beneficiary.

IPO Center

- Data Entry
- LOCKER
- Projects: EITC IPO, TAMWEL IPO, ARKAN, AL TAQA IPO, Deyaar IPO

Handling different projects on the bank system (Flex Cube) as:

- A/C MAINTENANCE
- A/C FLAGGING
- A/C MEMO
- WEALTH MANAGEMENT PROJECTS
- ACCOUNTS OPENING
- SERVICE QUALITY PROJECTS SUCH AS RETURNED MAIL

ADI Medical Services, Abu Dhabi — *Secretary*

MARCH 2004 - DECEMBER 2004

I was working as a secretary handling all the outgoing and incoming mail, typing all the required letters, sending faxes, scanning the photos of the medical equipment and sending them to the customer Emails and answering the phone calls.