

Rana Tabet

Lebanese, Married, Mob: 00961 3 777348, Email: rana770@hotmail.com

Executive Summary

A dynamic Executive with more than fifteen years' experience in Administration, Personal Assistance, Logistics, HR, with a very good financial background. An outgoing determined person who always go an extra mile to deliver value added outcome, with high ethics and dedication ...

Professional Experience

Office Manager- Africa Trading- Tradium Holding

Mar 2008 – Aug 2021

1-Act as a primary contact between Senior Managers and CEO, overseeing day to day functions, administrative tasks, outgoing and incoming correspondence, organize meetings, conferences, and other events ensuring a smooth business flow between all departments.

2-Identify, screen, recruit open positions for our sister companies in collaboration with head departments. Prepare employment contracts, assist in training and relocation of new employees. Conduct employee evaluations, terminations according to company's policies. Negotiate benefits, employment agreements, medical allowances, tickets, leaves and others.

3-Evaluate and research prospective suppliers, negotiate agreements, select best cost-efficient practises, monitor logistics and supply chain cycle from product selection to order placement.

Control daily financial operations, conduct banks and third parties' reconciliations, expense forecasts, cash budgets, validate and analyse trial balance accounts. Conduct monthly closings, Prepare management monthly reports, assist audit in yearly closing.

4-Monitor office safety, supplies, IT systems, ensuring office security, manage maintenance agreements and office logistics requests...

Personal Assistant to CEO – Sets -Dell

Aug 2005- Dec 2007

Manage CEO calendar offloading unnecessary tasks, organize travels, plan meetings, draft minutes, prepare research, consolidate his reports, manage appointments and events, personal requests, accommodations and others, liaison on his behalf with all Senior Managers escalating the best alternatives for final confirmation...

Senior Accounting Officer Libancell

Telecommunication Provider

Feb 2000 – Apr 2004

Customer Care Specialist Libancell

Telecommunication Provider

Mar 1995 – Jan 2000

Validate Payables, receivables, General Ledger and Revenue Sharing accounts. Prepare monthly revenue sharing, based on total revenues. Compute outside services, temporary personnel, non-resident's taxes and temporary personnel. Control on daily Collections from all point of sales. Manage daily cash deposits at banks. Monthly allocations of Revenues in Billing and Roaming, control on Trial Balance accounts, reconciliations of bank and suppliers and receivable accounts, calculations & validation of MOT revenue Sharing, handle cash in all POS, control on daily bank deposits, posting all accounting transactions.

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Manage customer care team overseeing and assessing CC activities. Handle customer's complaints, providing advice and technical assistance. Identify Customer's needs, analyse and report problems. Generate CC unit reports with analysis on daily performance. Assist CC staff with all duties, train new comers in CC area, monitor CC daily operations, investigate and resolve pending problems. Process complaints related to products and services, purchases, upgrades providing advice and technical support. Build long-term relations with potential clients and assist Sales team in closing leads.

Achievements & Skills

Gold Medal award winner.

Excellent leadership, Coaching & training skills

Great ability to bring teams together.

Awarded for detection of Fraud, implemented corrective procedures

Implemented Automation systems for due billing cycles

Problem solving skills with good decision making & a good sense of judgment

Exceptional organizational and negotiation skills..

Education

Bachelor of Business Administration -Notre Dame University, American University of Beirut GPA 3.4.

Experimental Science Bac II International School of Chweifat (SABIS) Cum 17/20

Work certificates Trainings:

Overview of Billing systems, Supervisory Skills, GPRS for nontechnical,

Accounting Solutions, Time Attendance Solutions, Stock Management Solutions, MS Dos, windows, Excel, Time Management, Leadership skills...

Excellent Command of English and Arabic, written and Verbal. Fair in French

Nb Work Attestations to be submitted upon request.