

Patile Mazian

Beirut - November 27, 1995 - Mobile: +961 71 172760 - patilemazian@gmail.com

Personal Profile and Qualifications

- Self-motivated.
- Excellent organizational and time management skills.
- Able to work independently and in a team environment.
- Proficient in Microsoft Office; Outlook, Word, Excel, Power Point.
- Great judgment and discretion to handle confidentiality and sensitive information.
- Exercise leadership and initiate action, take on responsibility and give direction where needed.

Educational Qualifications

Bachelor's Degree in Business Management: The Arab Open University – Lebanon.

Professional Experience

Dr. Falah Abou jaoude Orthoclinic

October 2019 till March 2020

Office Assistant

Duties and Responsibilities:

- Maintaining ISO certifications' criteria.
- Scheduling and managing 130+ appointments daily.
- Implementing Covid-19 safety procedures and precautions.
- Coordinating with multiple dental laboratories and suppliers.
- Immediately assist the Orthodontist with clients' dental X-rays.
- Maintaining accurate records of patients' oral health histories and treatment progress.

Legal secretary / Personal Assistant to Me. Mounir Rizk

Duties and Responsibilities:

- Organizing clients' files.
- Creating and maintaining a daily schedule.
- Coordinating with other attorneys in the office.
- Responding to international phone calls and emails.
- Preparing and calculating the attorney's personal fees
- Transcribing the attorney's dictation from audio devices/speech.
- Drafting clients concerns and needs to when the attorney returns calls.
- Copying, faxing and maintaining the office as well as ordering office supplies.
- Setting appointments and calendar court appearances and events in each case.
- Making legal researches, draft pleadings, contracts and other court and legal documents.

Malik's

September 2017 to January 2018

Computer services

Duties and Responsibilities:

- Copying, printing and scanning services.
- Working with walk-in clients and companies.
- Customized printing on items for different events.
- Preparing detailed quotations for different corporations.
- Attending one on one and weekly meetings with the manager.
- Coordinating with members from the factory to meet the order's deadline.
- Attending monthly meetings and trainings with the head of computer and services department.
- Using Outlook, Gmail, Word, Power Point, Illustrator, Photoshop and other printing software.

Malik's

August 2016 to August 2017

Person in Charge / Supervisor

Duties and Responsibilities:

- Motivating the on-going training of the team.
- Requesting quotations and preparing official invoices.
- Attending monthly meetings with the HR Manager and the CEO.
- Preparing and recording inventory reports and reviewing budgets.
- Receiving inventory and noting invoices from suppliers and vendors.
- Obtaining and resolving customers' comments, complaints and feedbacks.
- Creating new methods to attract new clients and boost up the branch's sales.
- Reporting to the Operations department, Marketing department, Purchasing department and Accounting department.
- Liaising with the HR department; ex: arrival of new employees, lack of employees in the branch, employees meetings with the HR manager, etc...)
- Supervising 5 team members, performing administrative duties and staying informed about the last changes in the company.

Achievements:

- The Successful Completion of the Supervisory Training Program 2017 Class.

Malik's

September 2013 to September 2016

Cashier

Duties and Responsibilities:

- Ordering shortfalls used for the cashier section.
- Attending monthly cashier trainings and meetings.
- Liaising with the Head Cashier in case of mistakes.
- Preparing and printing out all the transactions reports.
- Operating registers, scanners, scales and credit / debit card terminals.
- Handling cash, credit and check transactions with customers as well as exchanges and refunds.

Achievements:

- Golden Award for being an Outstanding Part-Timer (June 2014)
- Golden Award for being and Outstanding Cashier (November 2015)
- Golden Award for being an Outstanding Part-Timer (March 2016)

Languages

- **Arabic:** native language
- **French:** fluent (speaking, reading, writing)
- **English:** fluent (speaking, reading, writing)
- **Armenian:** basic (speaking)

Volunteer and Community Involvement

- Project and event coordinator at the Arab Open University.
- Helped kids with their school agenda.

References

Available upon request.