



LAMYAE ZARROUKI

executive secretary

Zarroukilamyae@gmail.com

+97433243012

build 9 onaiza 66 rasalhouf
doha

Work Experience

- sales executive at Mac July 3, 2018 - July 3, 2019

a professional responsible for generating revenue by selling products or services to clients or customers. The role typically involves identifying and pursuing new business opportunities, maintaining and building relationships with existing clients, and achieving sales targets.

Skills & Specialization

- Microsoft Word
- Excel
- Excellent organizational abilities
- Superior communication skills
- Opera operating system
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LANGUAGES:

- English: Fluent
- Arabic: Native
- French: Fluent

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- January 1, 2018 - June 30, 2018:
Secretary, Al Emadi Business Center

Performed various administrative tasks, including answering phone calls, taking and relaying messages, drafting notes, and managing office correspondence. Managed office schedules, filing systems, and office equipment. Welcomed visitors, managed payments, and provided optimal administrative support. Reviewed and corrected advertisements and provided support to employees. Cleaned aircraft after flights and assisted passengers.



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Work Experience

July 17, 2021 - October 20, 2021: Executive Secretary, Integrated Group
Answered phone calls, managed schedules, and organized meetings. Prepared and disseminated correspondence and kept a filing system up to date. Supported the establishment of regular reports and made travel arrangements. Documented expenses and occasionally assumed receptionist duties.

Skills & Specialization

- Microsoft Word
- Excel
- Excellent organizational abilities
- Superior communication skills
- Opera operating system
-

LANGUAGES:

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- Arabic: Native
- French: Fluent

EDUCATION

Bachelor's degree in Economics, year (2016). University diploma in Economics, years (2016-2017). Flight Attendant Diploma, CFPNC Aviation School, Rabat, years (2016-2018).

COMPÉTENCES

Microsoft Word
Excel
Excellentes capacités
organisationnelles
Compétences supérieures en
communication
Le système d'exploit