

Beth Maina *Executive Assistant/Administration*



CONTACT



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misslizmaina@gmail.com



Manama

EDUCATION

Mass Communication
Degree
Multimedia University
2012–2016

High school
Diploma
Lady Ann
2001–2009
With an A English

SKILLS

- Calendar Management
- MS office
- Data Base management and report generation
- Customer Service and diplomacy
- Document Control
- Good Written and spoken Communication (English)
- Mail Organization and Telephone Etiquette
- Support of Business Executives
- Confidentiality with content matter

PROFILE

Over 4 years' experience in administration and executive assistant. Over one year in reception and customer service.

Excellent communication and support of the Executives and smooth running of office procedures, with generation of reports and relevant business records.

PROFESSIONAL EXPERIENCE

Executive Assistance to the Chairman Board of Directors

Emaar Group of Companies | Bahrain | Presently

- Calendar and Schedule Management VIP and Exclusive guest management
- Screen calls and emails pertaining to the chairman's office and bringing it to his attention as necessary
- Executive assistant in his activities and procedures
- Linking the chairman and the staff and bringing to his attention important affairs.
- Filing and document control

Admin Assistance

Era Real Estate | Bahrain | July 2019 April 2020

- Creating and maintaining sales report for the sale and marketing department.
- Creating apartment sale purchase and leasing contracts, verifying the payments and ID documents of the buyer and following company protocol
- Maintaining the staff attendance and days off and other leaves monthly to submit to the HR for salary preparations
- Maintaining the data base of the vacant and rented out units, the sold and the ones available for sale and their prices.
- Linking the management and the marketing staff and making sure the company protocols are followed in day to day operations
- Following the set SOP in the marketing department
- Making follow up calls and coordinating for new clients and leads generated from marketing activities

Secretary/cum assistant

Alwady Construction | Bahrain | Dec 2018 to March 2020

- Document control and filing
- Generating invoices and receipts
- Communicating with the supplies of the materials
- Advertising for needed staff and organizing interviews for construction
- Receive mail and disseminate information to the needed department
- Remind the manager of his appointments and needed assignments.
- Maintaining the minutes of the meetings

***The Best way to learn about something is by doing -Richard Branson.
& Great things never came from comfort zones.***