



Loulya Moussa

Marketing Assistant

Education

Mass Communication and Journalism, Syrian Virtual University 2012.

Experiences

Sales out door - Smart choice company – Dubai 2023 – now

In door marketing - Bella Roma Hospital - Dubai 2022-2023

In door marketing - Signature plus beauty clinic - Dubai 2021 - 2022

General Manager Personal Assistant – NESTLE- Damascus, Syria 2018-2020

Responsibilities:

- Provide secretarial support and coordinating correspondences, reports & documents, handling or screening of incoming calls and random visitors.
- Arranging the meeting with various department and make sure all required equipment's ready.
- Arranging the General Manager calendar and controlling documents.
- Manage all in and out correspondence of the General Manager's office to ensure timely and accurate receipt and dispatch of the same.
- Compile daily E-Mails received, submit summary report to General Manager.
- Prioritize & follow through on issues and concerns, including those of a sensitive or confidential nature.
- Preparing POs for purchasing department.
- Manage travelling tickets, hotels reservation for the General Manager and company's team as needed

General Manager Personal Assistant –Al Wataniya Microfinance
Damascus, Syria 2015-2018

Responsibilities:

- Managing and handling the General Manger daily requests and coordinating his calendar, appointments, calls, meeting rooms, and reports from various departments.
- Submit consolidated reports to the General Manager.
- Control documents and Coordinate with administrations, arrangements & follow up as per instruction of the General Manager.
- Set-up and maintain General Manager's Office correspondence files and ensure safe custody and confidentiality
- Prioritize & follow through on issues and concerns, including those of a sensitive or confidential nature
- Plan travel, including flights, accommodation, and ground transportation
- Receive and relay telephone messages.

Certificates

- Fully English Course (Writing- Reading and Speaking) 2006-2007 (Damascus University)
- (ICDL Certificate)

Professional summary

Accomplished secretarial And executive assistant with Experience providing high-level support to both junior and senior workcolleagues. A team player who possesses a long track record of working in various administrative roles, coupled with professional MS office skills and the ability to communicate confidently at all level

Contact Info

- **Address:**
Dubai, UAE (VISA-FREE)
- **Mobile:**
- **+97158-8875642**
- **E-mail:**
• Louliamoussa@cloud.com

Personal Info

- Nationality:
Syrian
- Born: July 3, 1993
- Marital status Single
- Driving License: yes

Languages

- Arabic language
- English language

Summary of Strengths

- Creative Thinking
- Solution oriented
- Solving complex problems
- Negotiating Skills
- Technical Writing