

Patricia Khalil El-Asmar
Date of Birth: 15 July 1994
Nationality: Lebanese
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Statement of objectives:

Seeking for a job in Law position where I can express my skills in research, communication, and where I can assist in the protection of the public interest, moreover as an Administrative Assistant that suits my qualifications in communication, organizing and problems solving.

Academic Qualification:

2019-2020

In progress: Inter-University Programme on International Criminal Law And Procedure.

In progress: Master Degree Level 2 in Law (DEA), Lebanese University, Faculty of Law – Jal el Dib.

2018-2019

Master Degree in Law, Lebanese University, Faculty of Law – Jal el Dib.

2017-2018

Bachelor Degree in Law, Lebanese University, Faculty of Law - Jal el Dib.

2016-2017

Bachelor Degree in Business-Systems, at Arab Open University (AOU) – Antelias. *“The business systems track aims to strength the skills to improve the process of administrative decision making. It also aims to improve the abilities to apply the systems thinking and practices for managing and solving complexities in accordance with the administrative requirements.”*

Graduate: August 2019.

2011-2012

Diploma in Economics and Social Science at “College Notre Dame de Perpetual Secours” – Forn-el-Chebak.

Experiences:

November 2015 – Present

Secretariat and Assistant Manager for Dr. Jihad Nawfal at Gesco Group – Bouchrieh Branch.

“Gesco Group is a Lebanese Company that offer, Management Services – Administration Consulting – Legal Consulting - Property Management and Control – Real Estate Studies – Business and Law Research....”

- Handle all administrative responsibilities for assigned attorneys and legal analysts.
- Draft, format, and revise legal documents, including complex agreements that require a very high level of word processing skills, attention to detail, and excellent proofreading skills to assure accuracy and coherency.
- Prepare correspondence, presentations, and routine and complex business and legal/technical reports, with proper handling of sensitive and classified material.
- Organize and handle all meeting logistics for daily, weekly, monthly, annual, or special events.
- Handle and process settlements, e-billings, invoices, and payments for the office.
- Maintain complete, orderly files and records, as required, at work location.
- Assist and provide backup coverage to other legal assistants.
- Handle special projects as requested

Skills & Strength:

- Microsoft office: PowerPoint – Excel - Word.
- Working on “Dolphin Count – 4.38” Accounting Program (Entering data – Creating account...)
- Excellent internet research skills.
- Sincerity and taking responsibility.
- Good interpersonal skills and good analytical and logical skills.
- Clear and precise communication.
- Accomplished team player.
- Always looking forward to learn new skills.

Languages:

- Arabic: fluent.
- English: fluent.
- French: fluent.

Interest and Hobbies:

- Interesting in music.
- Enjoy traveling and learning new languages and cultures.