



## RITA GHAOUI

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## QUALIFICATIONS

Executive and Administrator Assistant.  
Arabic (native language), Excellent in French language, Good skills in English.

## EDUCATION

- 1997-1998     Lebanese Universal College - Hazmieh (*Executive and Administrator Secretary*).
- 1994-1996     Ecole Officielle Secondaire - Kfarchima (*Lebanese Official Baccalaureate - Part II - Philosophy*).

## EMPLOYMENT

- June 2011     Executive and Administrator Assistant at *NAMMOUR LAW FIRM*.  
(Till present)
- November 2010     Executive and Administrator Assistant at *BYBLOS PRINTING PRESS SARL*.  
(Till May 2011)
- July 1997     Executive and Administrator Assistant at *IMPRIMERIE MODERNE SARL*.  
(Till October 2010)

## PROFESSIONAL SKILLS

Proficient in typing (Arabic, French and English).

Software: (All Windows operating systems, Microsoft Word, Microsoft Excel, WordPerfect, Data Ease and Fox pro - Account and Stock Program, Adobe Photoshop and Adobe InDesign).

Strong analytical and organizational skills.

Excellent interpersonal skills, phone manner and office etiquette.

Implemented Electronic Mail system for clients and suppliers.

Resulting in faster communication and quicker response.

## INTERESTS

Reading (romantics and cultural stories), walking, watching movies.