**RAMI MOHAMMAD AKKARI**

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Kingdom of Saudi Arabia, Khobar

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Nationality: Lebanese

Date of Birth: 05.12.1982

**CAREER AIM**

An upwardly mobile position with a dynamic organization that seeks to engage a motivated individual with talent for professional growth allowing me to utilize gained experience, product knowledge and strong communication skills to be build, increase and maintain a strong customer base.

**EDUCATION**

1999 - 2000 High School Graduate

Jan 2002 - Aug 2002 American University of Sharjah

American conversation & Business English skills Courses high Intermediate 1 & 2

**WORK EXPERIENCE**

**Palace Manager Oct 2020 till current**

**Al Othman Palace**

**(Beirut – Lebanon) Relocated to the Chairman Palace in Beirut**

* Managing the household’s schedules and calendars.
* Event planning, organizing, and coordination.
* Arranging appointments for personal and professional needs.
* Scheduling home maintenance and repair work, and supervising the project.
* Handling household bills and administrative duties.
* Running errands and performing necessary tasks.
* Supervision of other household staff, such as housekeepers, cook/chef, nannies, drivers.
* Oversight of an employer’s finances and valuables.
* Implements all safety and security requirements for the house including fire drills, evacuation procedures, alarm and camera monitoring.
* Ensures that all items that are potentially dangerous are secured in a locked location.
* Must participate in all mandatory safety and security trainings.
* Report all safety and security concerns to appropriate authorities and staff.
* Responsible for crisis intervention and groups as needed.

Making travel arrangements and preparations

**Palace Manager Oct 2017 till October 2020**

**Al Othman Palace**

**(Khobar – Saudi Arabia)**

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* Event planning, organizing, and coordination.
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* Responsible for crisis intervention and groups as needed.
* Making travel arrangements and preparations.

**Marketing & Sales Administrator Feb 2017 till Oct 2017**

**Al Alam (manufacturer & Trader of Scaffoldings, Ladders, Propping System, New Reconditioned Tower Cranes, Hoists, Formwork & Construction Accessories)**

**(Beirut – Lebanon)**

* Processing a high volume of product orders.
* Processing invoices for all sales transactions
* Checking prices and contracts are up to date.
* Reporting monthly sales results to the sales team.
* Supporting the sales force with general operations to help reach the team’s objectives.
* Taking phone calls from customers.
* Communicating internally important feedback from customers.
* Processing staff timesheets.
* Dealing with and responding to high volumes of emails.

**Palace Manager (Admin & Personal Tasks) July 2014 till Dec 2016**

HRH Prince Khalid Bin Sultan Bin Abdulaziz Al Saud - Palace

(Riyadh – Kingdom Of Saudi Arabia)

* reporting to the Royal Family on all day to day activities
* Prepare all visa`s issues for the Royal Family
* Prepare all documents and official letters required for the embassies to issue visas to the Royal family and renew their passports.
* Finish & follow up on all tasks and instructions given by the Royal Family
* Drafting official Internal/External Correspondences
* Manage the Palace Staff Official Purchase
* Supervise and directing all PRO`s
* Prepare financial reports to finance director
* Supervise Passports & visa renewal for staff travelling with the Royal Family
* Hotels & Tickets reservations, and all other administration work
* Overseeing the activities of the staff (chefs/Waiters / Housemaids/drivers/operators)
* Supervising all Official & Personal Occasions parties (Held in palace)

**Sales Representative/ Admin Secretary January 2013 till Jun2014**

Hassan Hussein Trading Establishment

(Beirut – Lebanon)

* Receiving, dealing and meeting customers.
* Preparing Sales Orders, Job Orders, Delivery Notes, Maintenance Contracts, Spare Parts Monthly Reports and all other Administration work
* Supervising Maintenance Team to ensure that work done on time and properly with a very high quality service
* Receiving Cash, preparing Invoices
* Supporting Collection Dept

**Personal Assistant/ Executive Secretary March 2011 till January 2013**

The Private Office of H.H Sheikh Saif Bin Zayed Al Nahyan

Legal & Regulatory Affairs Dept

(Al Ain – United Arab Emirates)

* Reporting to the Director of the office
* Drafting Internal/External Correspondences (Memo’s & Circulars)
* Preparing LPO’s
* Manage the Post
* Prepare reports to director
* Member in all committees assigned by the management
* Preparing minutes of meetings
* Drafting letters for staff (Salary certificates, To Whom It May Concern letters, etc.…)
* Hotel reservations, and all other administration work
* Overseeing the activities of the reception & drivers
* Arrange and prioritize meetings for the office director

**Legal Administrative Assistant/Secretary January 2009 till March 2011**

Dubai Economic Council

Legal & Regulatory Affairs Dept

(Dubai – United Arab Emirates)

* Arrange and prioritize meetings for the executive director, compose and type correspondence, execute research on legal matters and issues, prepare presentation and organize all laws and correspondence files updating legal library send and handle official emails following up tasks been given to dept staff and make sure that it is done properly and all other admin work.
* Participated in the team that organized Dubai Economic Forum (Invitations, Presentation, and all correspondences related to the forum.

**Legal Department Secretary to VP August 2007 till January 2009**

DAMAC Properties Co.LLC

(Dubai – United Arab Emirates)

* Type and prepare Contracts English & Arabic, preparing Legal Dept Reports, checking & Initialing Purchase and Sale agreements (Plots/Lands) and Termination, Mortgage, Direct Release, Assignments Preparing and Typing Letters to other companies(Official Correspondence delivering confidential documents or important payments cheque for companies

**Legal Department Secretary December 2001 till August 2007**

Sharjah International Airport Free Zone

(Sharjah – United Arab Emirates)

* Arranged and prioritized meetings, composed and typed correspondence, oversaw the management of the company secretarial database, motioned mail and telephone calls and made invoice payments.
* These tasks were reliant on having a strong understanding of the director's position within the company and having the ability to assess his needs.
* Regularly liaised with different departments located both internally and externally to resolve secretarial problems. This requires the ability to take ownership of unresolved issues and to communicate effectively with colleagues at all levels, until the issues were satisfactory concluded.
* Attend meetings on behalf of the assistant legal advisor to resolve labor disputes.
* Execute research on legal matters and issues.

**Customer Service & Public Relations Oct 2001**

Gitex 2001

Dubai World Trade Centre

(Dubai – United Arab Emirates)

* Customer’s service counter.
* Ticketing and badges printing.

**Trainee in Sales Counter 2000 till 2001**

Target Travel, Dubai - UAE

Ticketing and Reservation Agent with Galileo System

(Dubai – United Arab Emirates)

**KEY SKILLS & PERSONAL QUALITIES**

* A willingness to learn
* In order to achieve my Goal, studying part-time Courses as well as working. I feel that this demonstrates my willingness to learn over a long period.
* Effective communication skills
* In my present job as Secretary I am not only responsible for helping within my department needs, but I aim to help other departments come to terms with specific difficulties, which they may have. I have good communication skills and a sensitive approach to do this.
* Good time management
* I had to have good time management skills in order to survive while studying for my courses and working full time.
* Enthusiastic, energetic, adaptable, patient and friendly
* I relate well to people and find that they accept me. I enjoy helping them to fulfill their needs. My enthusiasm and energy is useful in motivating them to achieve what for them sometimes looks impossible.

**OTHER SKILLS & EXPERIENCE**

* Computer literate
* Extensive knowledge and interest in sport
* Good public relation, social and hard worker
* Work under pressure

**LANGUAGES**

* Arabic (Mother Tongue)
* English (Fluent Speak, Read and write)

I would like very much to meet you and I am available for an interview any time convenient to you.

References available upon request.