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**Tamar Babikian**

Ottawa - Ontario

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**Summary of Qualifications:**

* Excellent organizational and time management skills
* Customer-oriented and exceptional problem-solving skills
* Efficient in data entry, record-keeping and other administrative tasks
* Liaising between departments
* Proficient in Microsoft Skills
* Attention to details

**Languages:**

-English

-Arabic

-Armenian

-French (Intermediate)

**Professional Experience:**

**Sales Associate October 2023 – Present**

**Mark’s** (Ottawa – Ontario)

-My job comprises of preparing online orders, being at the cash register, customer care, and helping the team in every aspect needed to ensure the smooth running of the business.

**Assistant Manager Oct. 2004 – June 2015**

**Sunrow s.a.r.l**. (Beirut – Lebanon)

- Assisted the Manager in organizing office operations, managed accounts, and supervised staff.

- Provided administrative support to the management team, which included scheduling appointments, handling correspondence, and monitoring calls.

- Handled basic accounting tasks, including reconciliation of accounts, bill payments, and journal entries.

- Kept stock of merchandise

- Ensured client satisfaction by providing support and promptly resolving issues

- Trained and supervised staff to ensure smooth operations and effective support across the organization.

**Executive Secretary Nov.1997- Nov. 2003**

**Casa Diamante** (Beirut – Lebanon)

- Kept stock of jewelry (diamonds and gold)

- Clerical duties (Faxed, filed, handled the company’s international mail).

- Followed up with customers, participated/represented the company in exhibitions in

Bahrain and Abu Dhabi.

- Represented the company internationally

**Secretary Nov.1994 – Nov.1997**

**PAC for Advertising** (Beirut – Lebanon)

- Performed secretarial duties such as answering and routing calls. Took messages, typed and formatted documents, and managed correspondences for the Sales and Marketing department.

- Assisted in coordinating meetings, prepared presentations and organized files.

- Managed office supplies inventory and ensured smooth office operations.

- Maintained the cleanliness of the office and ensured a comfortable work environment.

**Education:**

- Certificate in Communication for Success ; **2024**

Business and Project Management – ( World Skills) Canada

- Diploma in Secretarial Studies, A.C.O.T (Armenian College of Technology)  **1994**

Lebanon

- M.E.I. ( Melkonian Educational Institute ) - Cyprus **1993**