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Vera Daher

Sr Executive Assistant/Office Manager & Coordinator

Results-oriented and diligent administrative professional with 15+ years of experience in office management, inter-departmental coordination, and calendar keeping arena.

Resourceful and organized individual with extensive experience and demonstrated success in managing a broad range of administrative and office procedures. Adept at developing and implementing detailed administrative and procedural processes that reduce redundancy, improve accuracy, cost efficiency and achieve organizational objectives. An excellent team player with a proven ability to work proactively in a complex and busy office environment. Proficient in supporting deadline-driven operations through identifying goals and priorities and resolving issues in initial stages. Possess excellent communication, multi-tasking, and decision-making skills; able to communicate effectively across multiple levels of organization. Trilingual.

Highlights of Expertise

- General Management and Administration
- Travel Planning / Meeting Coordination
- Event Organization and Management
- Interviews and Training Arrangement
- Reports Preparation and Presentation
- Workflow processes and Efficiency
- Strategic Project Management
- Correspondence Creation and Editing
- Problem Solving and Crisis Management
- Customer Service and Support
- Translation (English/Arabic/French)

Career Experience

Federal Authority for Nuclear Regulation, Abu Dhabi, UAE

Performed a broad of administrative support tasks and responsibilities, including travel arrangement, calendar management, and events planning and organization.

EXECUTIVE ASSISTANT to Director of Government Communication (2009 to Sept 2020)

Arranged travel, accommodations, itineraries, and all communication related to arrangements for executives as needed. Maintained executive's appointment schedule by planning and scheduling meetings, conferences, and travel. Ensured timely and up-to-date

documentation, record keeping, and data management. Followed on important actions and tasks via emails and over the phone. Provided logistical support to seminars, events, and conferences. **Liaise** with the Permanent Mission Office to the UAE in the IAEA. Arrange events including drafting invitations, update, respond to any related inquiry with attention to protocol & liaising with MOFA. Arrange VIP visits, Corporate gifts/items, support all FANR's events/workshops & seminars local and international. Assist in preparation of the budget, update procedure, edit and translate EN/AR correspondence. Take Minutes of Meetings. Maintain & update EDMS for the confidential documents, prepare presentations for the board, road mapping scan for public folders and workshops, review website and ask for changes if any, respond to customers queries and forward them to concerned dept, liaise with government local/int'l interties & regulators. Coordinate with Embassies for visas arrangement. Arrange for Agreements/MoU clear the comments and prepare the draft and final version. Follow with MOJ on resolutions to clear in the gazette, check the concerned relevant law and announce to follow, maintain stakeholder list, released board resolution to Gazette MOJ and Procurement requests., handle communication internal and external for announcement per operation yearly plan to meet the KPI.

UAE Offsets Group – April 2001-April 2008

Executive Assistant to Government Ventures Unit till 2003

2003-2009 Offsets Unit Secretary at Offsets Ventures Unit as an Offsets

Provided admin support to Dir of Dept & Sr Expert Project Mgr. Managed to track MOUs and follow milestone payments. Identified and resolved complex issues to ensure the smooth workflow of operations. Provided support in Organizing company functions, events, and meetings, including booking conference rooms and additional spaces. Oversaw the responsibility of preparing reports and minutes of meeting, reserving hotels, arranging audio and video aids. Maintained and updated the while list. Arranged receiving & distributing mail & correspondence & agreements records. Arranged calendar and taking Minutes of meetings. Travel and Hotel arrangements. Keeping log track for pending tasks. Assist in organizing conferences & maintain promotional items (VIP gifts).

Build a system achieve system: Generate Data records, for a sensitive documents for the use of executive directors and project team for Tawazan -handle strickly confidential document and follow the action. Fulfilled customers queries and respond to their need or divert to the concerned parties to close their requirements.

International Petroleum Investment Company –12/06/1995 - 28/02/1999

Management Secretary, Secretarial work.

- Provided admin support the DG and Acting DG on their missions.

International Defense Committee (CODEX) - 24/10/1994 - 6/06/1995

Conference Office Secretary

Correspondence for the conference Chairman and the Conference Coordinator. Setting up a database of potential delegates.

Education & Credentials

Banking Diploma EIBFS & IFS, Abu Dhabi (in coordination with IFS – London) – 2 years

New York Technology Completed 4 semesters in Math, Biology, Law & English

Awards:

Tawazan as family good staff member, appreciation of award working on UAE Barakah License No 1 for NPP

IDEX

Professional Development:

Introduction to nuclear Energy, workshop through IAEA on submit project to IAEA I Basic in radiation session I TC Project Design using the Logical Framework Approach (LFA) IAEA I Safety course I Report Writing Skills I Problem Solving and Decision Making Program I Management Skills for Administrative Professionals I The Professional Executive Secretary – Spearhead I Project Management by Promis I Dealing with Difficult People Situation - Mary Wolker I Communication & Team Building Program - Jebel Ali Leadership Center I Emotional Intelligence Master – dovetail I Effective Administration Skills Workshop - Focus Management Consultancy I Edward de Bono's Lateral Thinking on Team Building Program by GENYX I Professional Telephone Techniques Workshop I Management Skills for Executive Secretaries I Communications and Team Dynamics I Introduction to Nuclear I Certified Administration and Office Management Professional I Diplomacy and Protocol thru Emirates Diplomatic Academy.

Computer Courses: Window Explorer, Microsoft Office Outlook, Microsoft Office Access, Microsoft Office Excel, Microsoft Office Project Professional, Visio.

Personal Info:

Nationality: Lebanese

Marital Status: Single

Languages: English/French/Arabic

Hobbies: Swimming & Reading

References:

Ms Monira Hisham Al Kuttab, FANR Chief Communications

Mr Raoul Awad, FANR's Deputy Director General Operatoins

Mr Salah Al Hashimi, Government Communications Director

Ms Aysha Al Khadouri, FANR's International Cooperation Manager

Ms Aayda Al Shehhi, FANR's Director Radiation Safety

Ms Eva Gyane, Safeguard Department