

Holds a Bachelor in Commerce (Business Administration) and has over 14 years' experience working in sales, accounting and now as Office Manager.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 06/07/1983  
Gender : Male  
Marital Status : Married  
Residence : New Cairo

## EDUCATION

: Bachelor in Commerce (Business Administration), Benha University, 2009

## LANGUAGES

Arabic : Native Language  
English : Excellent

## COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

## TRAINING COURSES AND CERTIFICATIONS

: Prepare to pass the Project Management Professional (PMP) test.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Sep. 2019 till now  
**Employer** : Misr Elhegaz Group  
**Job title** : Chairman Office Manager  
**Job Description** :

- Dealing with incoming email, calls, and post, often corresponding on behalf of the Chairman.
- Reporting to the Chairman with all needed reports.
- Leading, guiding, directing, and evaluating the work process of other employees.
- Assist the managers and employees of all the other departments in the administrative issues as requested.
- Follow up with the other managements and departments in the company and factories that belong to Misr El Hegaz Group to ensure everything is

going as scheduled and agreed upon.

- Design and implement office policies and arrange meetings schedule.
- Provide administrative support to the Chairman and help him make decisions based on full detailed reports.
- Organize office operations and procedures.
- Control correspondences.
- Cooperate with other agencies, organizations and groups upon request.
- Create and maintain an efficient documentation and filing system & keep it up to date.
- Define procedures for record retention & ensure protection and security of files and records.
- Transfer and dispose records according to retention schedules and policies.
- Perform other related duties as required.

**Dates** : From Nov. 2015 till Aug. 2019

**Employer** : Manyalawi Holding Group (Engineering & Contracting branch) (Manyalawi Engineering & Contracting), Import & Export branch (Air Dock for Import & Export)

**Job title** : Personal Assistant to the C.E.O

**Job Description** :

- Responsible for managing all the contacts with the Malaysian Embassy in Cairo and with the Malaysian government itself as the company carry out all the maintenance and renovation of all the Malaysian student's hostels in Cairo.
- Participating on the CEO-led team that creates the organization's overall vision, mission, values, beliefs, and strategic goals.
- Creating, communicating and implementing the organization's vision, mission, and overall direction within his areas of responsibility such as the finance department or HR.
- Leading, guiding, directing, and evaluating the work of other employee.
- Formulating and implementing the strategic plan that guides the direction of their business or their area of functional responsibility, such as developing the marketing strategic plan, in addition to implementing the overall strategic direction.
- Achieving the organization's overall strategic goals and contributing to the sales and profitability requirements of the business as determined by the strategic plans.
- Forming, staffing, guiding, leading and managing an organization of sufficient capability and size to accomplish the vice CEO's responsibilities and job requirements.
- Evaluating the success of the organization. Does the organization achieve the overall success that was budgeted for, planned for, and strategically aimed to accomplish.
- Maintaining awareness of both the external and internal competitive landscape, opportunities for expansion, customers, markets, new industry developments and standards, and so forth. Generally, seeking to stay in tune with any opportunities that the organization can leverage.

**Dates** : From Sep. 2014 till Nov. 2015

**Employer** : Manyalawi Group (Engineering & Contracting branch)

**Job title** : Office Manager

**Job Description** : 

- Use a range of office software, including email, spreadsheets and databases.
- Manage filing systems.
- Organizing the office layout and maintaining supplies of stationery and equipment.
- Writing maintenance reports for the embassy of Malaysia & the officers of the Malaysian hostels in Cairo as the company was responsible for the maintenance of these hostels.
- Responsible for the hospitality for the governmental Malaysian guests.
- Report top management with all needed reports.
- Attending conferences and training.
- Collecting all the quotations & contacting with the suppliers .
- Recommend a communication strategy to improve the perception of the company in the financial community.

**Dates** : From Feb. 2011 till Jul. 2014

**Employer** : El Khedewy for construction and development

**Job title** : Executive Accountant

**Job Description** : 

- The preparation of salaries and employee benefits hourly, daily and over time.
- Monetary control and treasury exchange controls.
- Participate in the banking exchange of the corporation.
- Responsible for making a prediction plan for the expected expenses.
- Responsible for the controlling of cash flow in and out and balancing between the income and expenses.
- Contribute to the development of recruitment plans and financial budget associated.
- Participate in the administrative organization of the corporation.
- Responsible for the accounts of the suppliers and the workers.

**Dates** : From Jan. 2008 till Dec. 2010

**Employer** : Ezz Elarab Automotive Co., El Agouza Branch

**Job title** : Sales Consultant

**Job Description** : 

- Selling Kawasaki products.
- Preparing quotations & documents for tenders.
- Marketing the products in the traffic departments all over Egypt.
- Handling customer complaints.
- Contact with KAWASAKI service center to evaluate the service quality.