

Holds a Bachelor in Commerce & Business Administration and has over 8 years experience in Document Control. In addition to diverse expose in Managing, Researching, Coordinating, Developing documents and procedures for Engineering, HR and Sales departments.

## PERSONAL DATA

Nationality : Egyptian  
Gender : Female  
Residence : New Maadi, Cairo

## EDUCATION

: Bachelor in Commerce & Business Administration (Economics of Foreign Trade Dept.), Helwan University

## LANGUAGES

Arabic : Native Language  
English : Good

## COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access), Internet  
: Adobe Acrobat & MS Project

## TRAINING COURSES AND CERTIFICATIONS

: Microsoft Project 2016  
: Human Resources Diploma.  
: English conversation course.  
: Communication skills.  
: Business English.  
: E-marketing.  
: Neuro Linguistic Programming Diploma.  
: Certified Professional Employee (CPE) (Feb. 2012 - May 2012), Sponsored by Bright Minds, Cairo, Egypt:

- Developed Language and Computer skills.
- Enhanced Presentation & project development skills.
- Acquired basic business skills including problem solving, business etiquette and Leadership.

- : Sponsored by Edu-master & Canadian Centre for Human Development (May 2012 - Jul. 2012):
  - Basics of Marketing and Sales.
  - Basics of Human Resource Management.
  - Acquired Self-development skills including: self-confidence, mind maps, Memory remembering and creative thinking.

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Sep. 2016 till now
- Employer** : Offshore Design Engineering (ODE - DORIS Group Company)
- Job title** : Projects Administrator
- Job Description** :
- Document Control for all projects, including both physical and copy original documents.
  - Receive and issue documents under transmittal, externally and internally according to document distribution matrix.
  - Ensure that all engineering documents are well checked and submitted on time prior to the documents submission due date.
  - Ensure that all documents have no errors in filenames, revisions, submissions, etc. before submitting it to the recipient department/party to avoid confusion.
  - Ensure that controlled copies of latest approved documents and drawings are given to the appropriate staff.
  - Develop and maintain the projects department document control register.
  - Record and file all documentation between the projects department.
  - Allocate document numbers to internally prepared documents and incoming documentation.
  - Soft Production of project plans within MS project and subsequent updates.
  - Progress tracking and reporting to clients.
  - Assist in the preparation and organizing of promotional material or Even.
  - Management of the timesheet system.
  - Maintaining records of personnel-related data in both paper and the database and ensure all employment requirements are met such as (Proposals & timesheet Records).

- Dates** : From Feb. 2016 till Sep. 2016
- Employer** : Inter Clean for Agencies
- Job title** : Sales Coordinator
- Job Description** :
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
  - Respond to complaints from customers and give after-sales support when requested.
  - Store and sort financial and non-financial data in electronic form and present reports.
  - Monitor the team's progress, identify shortcomings and propose improvements.
  - Assist in the preparation and organizing of promotional material or even.

**Dates** : From Jun. 2015 till Feb. 2016  
**Employer** : Artig for Investments & Development Company  
**Job title** : Research & Development Specialist  
**Job Description** :

- Collecting data from various tools and systems.
- Analyzing data collected by applying quantitative methods and techniques.
- Coordinate the travel process (travel Visas - Hotels Reservation - Tickets).
- Building, scrubbing and recording datasets for future use and reference.
- Creating detailed reports and presentations based on information collected.
- Helping the Recruitment team on screening CVs and Interviews scheduling.
- Writing, compiling and editing documents.

**Dates** : From Dec. 2014 till Jul. 2015  
**Employer** : Egy 4 Support Company  
**Job title** : Operation Executive & HR Coordinator  
**Job Description** :

- Responsible for Human Resources Department.
- Examine shipment contents and compare with records such as manifests, invoices, or orders to verify accuracy.
- Prepare documents, such as work orders, bills of lading, or Shipping, orders, to route materials.
- Contact carrier representatives to make arrangements or to Issue instructions for shipping and delivery of materials.
- Determine shipping methods, routes, or rates for materials to be Compute amounts, such as space available, shipping, storage.

**Dates** : From Aug. 2014 till Dec. 2014  
**Employer** : The Workshops Training Company  
**Job title** : Office Manager  
**Job Description** :

- Coordinate office management activities.
- Direct the general public to the appropriate staff member.
- Determine matters of top priority and handle accordingly.
- Provide administrative and clerical support to departments
- Schedule meetings and arrange conference rooms.
- Prepare confidential and sensitive documents.
- Take and transcribes dictation & help prepare office budget.
- Plan events and volunteer activities.

**Dates** : From Sep. 2013 till Aug. 2014  
**Employer** : Bright Minds Center for Training & Consulting  
**Job title** : Branch Manager (Maadi)  
**Job Description** :

- Responsible for management of the branch including "Accounts and personnel affairs".
- Follow up the extend of customer satisfaction with services.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion

opportunities.

- Handle and solving them complains and problems
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Send reports to the general manager about revenues and expenses of the branch and booking.
- Monitoring the performance of employees and ensure of workflow.
- Monthly plan of actions to ensure the quality of service and working to achieve our target.

**Dates** : From Sep. 2011 till Aug. 2013  
**Employer** : Misr American College School  
**Job title** : Administrative Assistant  
**Job Description** :

- Coordinate schedules meetings between teachers and parents.
- Respond to requests for information from the media or designate a spokes appropriate person or information source.
- Following up on the maintenance & cleaning service providers to ensure of workflow.