

Holds a Bachelor of Arts (BA) - Department of English Literature and Master of Business Administration (MBA). Has over 15 years of experience in Office Management as an Office Manager & Projects Administrative Assistant, mainly in the field of oil and gas. Work experience involves major projects with reputable clients.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 21/08/1981  
Gender : Female  
Marital Status : Single  
Residence : Nasr City, Cairo

## **EDUCATION**

: Bachelor of Arts (BA) - Department of English Literature, Ain Shams University, 2002  
: Master of Business Administration (MBA), Academy for Science and Technology, 2017

## **LANGUAGES**

Arabic : Native Language  
English : Excellent

## **COMPUTER SKILLS**

: Windows, MS Office (Excel, Word, Power Point), Internet  
: High typing speed in both languages (English & Arabic) 60 wpm

## **TRAINING COURSES AND CERTIFICATIONS**

: Secretarial Development Program - Module II (Emotional Intelligence) (1 week) (Apr. 2017) - Designed to enhance some management and soft skills courses designed for secretarial purposes including:

- Self-Awareness.
- Self-regulation.
- Self-motivation.
- Empathy.
- Building Effective Relationships.
- Presentation Skills.

- : Secretarial Development Program - Module I (1 week) (Aug. 2016) - Designed to enhance some management and soft skills courses designed for secretarial purposes including:
  - Communication skills.
  - Time Management.
  - Dealing with Difficult People.
  - Telephone Skills.
  - Customer Satisfaction.
  - Email Etiquette.
- : Document Management System (Nov. 2007).
- : Basic Business Skills Acquisition Program Certificate (BBSA), AMIDEAST, Future Generation Foundation (Jan. 2003 – Apr. 2003).

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Aug. 2006 till now
- Employer** : Engineering for Petroleum and Process Industries (ENPPI)
- Job title** : Senior Secretary
- Job Description** :
- Projects Management Division:
    - Responsible for preparing correspondence, documents, presentations.
    - Responsible for organizing Project Management schedules.
    - Organize domestic / international travel arrangements.
    - Arrange and co-ordinate meetings and functions.
    - Liaise with other departments and disciplines to get things done effectively.
    - Document control coordination.
    - Assist Project Management members in all business-related matters.
  - For a variety of Oil & Gas projects, mainly the following:
    - Al Khafji Joint Operations (KJO), South Area Safety Related Facilities.
    - ARAMCO, Sulfate Removal Facilities Project.
    - Burullus, WDDM Phase IX B Development Project.
    - Shell / Bapetco, Assil & Karam Gas Development Project.
    - Shell / Bapetco, Dedicated Concept Select / FEED & Technical Integrity Team.
    - Saudi Aramco / Al Khafji Joint Operations (KJO), Expansion of Hout Crude Onshore Production Facilities.
    - Saudi Aramco, Safaneya, Water Disposal System Upgrade.
    - Alexandria National Refining and Petrochemicals Company (ANRPC), New Naphta Hydro-treating Unit.
    - Egyptian Natural Gas Company (Gasco), Maximization of C2 / C3 from Western Desert Gas Plants.
    - E-Styrenics, Technical Services for E-Styrenics.
    - Burullus Gas Company, WDDM Phase V Booster Compression.
    - Egyptian Natural Gas Holding Company (EGAS), Assiut / Aswan Gas Pipeline Project (Dahshour Compression Station).
    - Al Amal Petroleum Company (Amapetco), Al Amal Field Development Project (FEED / EPC).
    - General Petroleum Company (GPC), EPC Project for El Hamd

Platform.

**Dates** : From Oct. 2003 till Sep. 2005  
**Employer** : Cairo Marketing Consultants  
**Job title** : Executive Secretary  
**Job Description** : Responsible for administrative work including filing, organizing phone calls, letters and emails with different suppliers.

**Dates** : From May 2003 till Aug. 2003  
**Employer** : America-Mideast Educational & Training Services, AMIDEAST - Basic Business Skills Acquisition Program, Future Generation Foundation  
**Job title** : Teacher Assistant  
**Job Description** : Supervised three prospective projects, trainees' interactive and Power Point presentation skills & developed teaching and communication skills.