

Holds a Bachelor in Management Information Systems and has over 11 years experience working as Office Administrator, Document Controller and Receptionist.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 23/07/1987  
Gender : Male  
Marital Status : Single  
Residence : Hadaeq Al-Qubbah, Cairo

## **EDUCATION**

: Bachelor in Management Information Systems, Al-Alson Academy, 2011  
: Diploma of Electronics & Computer, Saint Fatima High School, 2007

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: G Suite

## **TRAINING COURSES AND CERTIFICATIONS**

: Certificate Business Analysis Professional, IIBA (Mar. 2016 – Jul. 2016).  
: Certificate MBA, Ain Shams University Scientific Computing Center (Jan. 2015 – Aug. 2015).  
: Certificate Accounting, American University in Cairo (Mar. 2014 – Sep. 2014).

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Apr. 2018 till now  
**Employer** : Wadi El-Nile Contracting & Real Estate Investments  
**Job title** : Office Administrator  
**Job Description** :

- Provide support to managers and their department staff in everyday administrative needs as well as backfilling the other Administrative staff when needed.

- Using knowledge to complete tasks with the Microsoft Office products and other technology such as Smart sheet and SharePoint.
- Maintaining department distribution lists, adding and removing employees when needed.
- Arranging travel schedules for managers trips to site.
- Collecting receipts and completing manager's expenses in a timely manner.
- Assisting in the on boarding process, maintaining on boarding documents and templates.
- Coordinating with Floorplans and IT to prepare for new hire/intern arrivals.
- Sending out correspondence from Human Resources and Philanthropy departments to managers and staff.
- Setting up and coordinating with vendors for lunch and learns, distributing PDH certificates to staff that attended.
- Attend department meetings to stay current on all updates and changes.
- Planning and coordinating offsite events and meetings.
- Coordinating between other Cader offices to ensure smooth transition of employees.
- Taking on additional tasks and responsibilities when asked.

**Dates** : From Feb. 2015 till Mar. 2018  
**Employer** : Amer Group  
**Job title** : Document Controller  
**Job Description** :

- Controlling company and project documentation.
- Following and improving document control procedures.
- Ensuring all documentation meets formal requirements and required standards.
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Producing document progress reports for senior managers.
- Conducting regular reviews and document audits.
- Using computers to organize and distribute documents within a company.
- Helping in the planning stages of a specific project.

**Dates** : From Dec. 2011 till Jan. 2015  
**Employer** : Cleopatra Developments  
**Job title** : Receptionist  
**Job Description** :

- Receive visitors at the front desk by greeting, directing, and assisting them appropriately.
- Respond to and effectively prioritize incoming phone calls, in addition to keeping a detailed phone log and taking down messages.
- Plan, schedule, and organize office meetings.
- Receive, sort, and distribute daily mail and packages flow in & out office through dispatchers or courier services.
- Manage the office supplies, ensuring availability of items and cost optimization.
- Receive, review, and process office utilities and services bills on monthly

basis in a timely manner.

- Establish & maintain a variety of filing, recordkeeping, database and tracking systems that is accurate, organized and updated consistently (soft and/or hard).
- Receive and address administration related complaints from internal customers.
- Ensure that the facility is always kept clean and presentable.