

Has over 8 years hands-on experience in the administration field and Document Controller, working as Senior Secretary, Executive Secretary, Personal Assistant, Document Controller and Chief Administrative Assistant.

PERSONAL DATA

Nationality : Egyptian
Gender : Female
Residence : Suez

EDUCATION

: Licentiate of Law, Mansoura University, 2002

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: MS Photo Editor
: Utility Program (Norton Utility)
: Scanner Program
: Adobe Acrobat Professional (Converter)
: Omni Page Program
: Panduit Program

TRAINING COURSES AND CERTIFICATIONS

: Training with Worley Parsons Co. on computer skills, secretarial duties, document controller, fax machine, printer and telephone (from Nov. 2003 till Apr. 2004).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jun. 2011 till now
Employer : BOJV (Besix-Orascom Construction Co. Joint Venture)
Project : El Ain Sokhna Power Plant 2 units x 650MW – CP-119 (Off-shore Works)
Job title : Senior Secretary & Document Controller for Project Director & Manager

- Job Description** : • Senior Secretarial Functions:
- Act as the Chief Administrative Officer for the project.
 - Maintaining effective records and administration.
 - Ensure the appropriate notice is given and documentation prepared and delivered for the project management team meetings, agendas are distributed and minutes kept.
 - Ensure that proper reports (Quality, Safety, Monthly, etc.) are maintained, prepared and submitted to the Owner.
 - Ensure that documentation is prepared and distributed at the appropriate times for general meetings.
- Additionally:
- Writing, distribution, scanning and filling hard and soft copy of letters to PGESCO. (the consultant), EDEPC (the owner), subcontractors and suppliers.
 - Sending daily emails to document control (Nermine Jean) for distribution.
 - Updating and issuing daily report for manpower after collecting data.
 - Sending Cairo transmittals by company's driver.
 - Sending suppliers IPC's by mail.
 - Updating all logs except that of the transmittals.
 - Preparing documents of the monthly invoice.
 - Translating offers and all Arabic documents.
 - Preparing and chasing the circulation file and follow up.
 - Greeting visitors.
- Document Controller Functions:
- Preparing internal and external transmittals and distribute it to PGESCO. (the consultant) and EDEPC (the owner).
 - Filling transmittals hard and soft copy.
 - Filling project drawings hard and soft copy.
 - Updating all logs of transmittals.
 - Prepare weekly report.

Dates : From Jun. 2010 till May 2011
Employer : Suez Safety Outfitters Co. (SSO)
Job title : Executive Secretary for Managing Director of Financial Affairs, Vice Chairman and Managing Director and Financial Department Manager
Job Description : Doing all the functions of the Executive Secretarial and Document Controller (Computer Skills, MS Office, Documents translate, Fax, Telephone calls in & out, distribute and follow up all Transmittals in & out for financial department and sending and receiving emails).

Dates : From Feb. 2008 till Sep. 2009
Employer : Zad Industrial Pharma Co.
Job title : Administration and Office Manager for Chairman of the Board of Directors
Job Description : • Administration, Office Manager and Document control:

- Reporting to the Factory Manager any difficulties or changes in the factory.
- Document control of all departments, hard file & assist in soft copy or scanned documents.
- Computer work of all dep.
- Greeting of clients and visitors.

- Speed document transfer between different department & enhance interdepartmental communications.
- Issue work order to engineering dep. In accordance with plant manager supervisor.
- Perform tel. calls, answer phone, mobile, fax machine, photocopy machine, and personal computer.
- Management of executive diaries.
- Organization of executive trips.
- Factory organization and coordination:
 - Management of administrative department teams.
 - Negotiation of supplier contracts.
 - Management of executive agendas.
 - Writing minutes of meeting.
 - Interface with clients, accountants and internal departments.
- Event organization:
 - Planning of meetings, seminars, conferences and forums.
 - Prepare PowerPoint Presentations for Projects and display on the Projector.
 - Arrange for interviewer.
 - Coordination of people involved.
 - Booking and management of national and international trips.
 - Create, design and print pamphlet, visitor cards and employee ID and sign it.
- Office clerk:
 - Filing and sorting of documents.
 - Information search.
 - Data entry.
 - Record of receiving and out going documents (in & out) by serial no. in a booklet.
 - Checking of invoice accuracy.
 - Fill printer cartridge and copy machine.
 - Arranging company for receipt.
- Others:
 - Arrange public relations with pharmaceutical companies, trading for production line, date for our rep visit and follow up.
 - Arrange summary file about our company and submit it to banks to make them finance our company, date for our plant manger and follow up.
 - Supervision of cleaner workers.
- Accounting Department:
 - Provide a monthly report sheet company expenses.
 - Daily calculation report for packaging workers.
 - Payment of monthly salaries of staff.
 - Budget follow-up.
 - Technical support in preparing files for board meetings.
 - Invoicing.
 - Management of holidays, overtime and sick leave.
 - Budget management.
 - Create forms of Cash Receipt and Procurement request.
- Production & Packing Department:
 - Supervision of workers and work with them in packaging department.
 - Deliver of finished product from packaging department to finished product warehouse.

- Supervision of inkjet workers and follow up printing on stickers and outer carton.
- Write down batch no., manufacture date, expiry date and quantity on finished product carton boxes.
- Create form of delivery free medical sample of staff.
- Create form of delivery and receipt of production machines.
- Create form of daily cleaner record for production and packaging department.
- Warehouse Department:
 - Create receiving, delivery, returns and added permission form.
 - Create identification card, green, yellow and red labels for materials of warehouse.
 - Create daily record book for update and follow up raw materials, packaging material and finished product amounts.
 - Create daily cleaner record for warehouse departments.
 - Official of warehouse departments for part time (packaging material, raw materials and finished product warehouse).
 - Daily record of warehouse dispensing area movements.
 - Prepare Monthly Report of warehouse movements.
 - Worked as Supervision on during weighting of chemical materials.

Dates : From Jun. 2006 till Jan. 2008

Employer : USA Worley Parsons Site Engineering, Procurement and Consultant Office

Project : Ataka Controls Upgrade Project (USAID)

Job title : Executive Secretary & Document Controller

Job Description :

- Executive Secretary:
 - Handle department stationary requirement & operates standard office equipment (printer, fax, photocopier, etc.).
 - Participate in preparing / update / tracking project schedule.
 - Prepare meeting schedules making prior arrangements, meeting agendas, registering, typing and filing minutes of meetings.
 - Establish filing system and computerized filing.
 - Make copies of correspondence or other printed materials.
 - Prepare outgoing mail and correspondence, including e-mail and faxes.
 - Organize and maintain file system, and files correspondence and other records.
 - Write correspondences.
 - Initiate follow up actions on pending subjects.
 - Perform other duties as assigned.
 - Ticket and hotel reservation.
 - Prepare and print Pamphlet for Projects.
 - Business Card Designing
 - Administrate the site office.
- Document Controller for the following Projects Component:
 - Reactive Power Compensation Project, this project is for installing of 800 MVAR of Capacitor at C500, Cairo East, Mansoura, 220KV and Substations.

- Dates** : From Sep. 2004 till Jun. 2006
- Employer** : USA Emerson Process Management Site Engineering, Procurement and Construction Office
- Project** : Ataka Controls Upgrade Project (USAID)
- Job title** : Chief Administrative Assistant for Project Director
- Job Description** :
- Worked with multi nationals (American, Czech, Indian and Egyptian).
 - Coordinate contracts, services suppliers and material suppliers.
 - Hard copy and electronic copy filing.
 - Route incoming correspondence and mail.
 - Preparation of records such as notices minutes & reports.
 - Coordinate & prepare meetings and conferences.
 - Support the invoice preparation.
 - Maintenance of documents center accessories including fax machine photocopy machine pending machine and personal computer.
 - Preparation of reports such as progress and financial reports.
 - Receiving, registration, distribution and filling all correspondence, technical documents/drawing using computerized system.
 - Document Control includes the distribution and filling of official project records.
 - Tracking and maintaining site financial records.
 - Overseeing all office expenses.
 - Renewing the residence card for foreigners.
 - Major asset during the negotiation and procurement of local material and equipment.
 - Assist the daily translation of document, conversation.
 - Provision of all necessary data daily, weekly and monthly reports.
- Dates** : From Jan. 2006 till now (part time)
- Employer** : New Chemical Co. (Supplier of RO & Chemicals)
- Job title** : Executive Secretary
- Job Description** : All secretary duties, Computer Skills, MS Office, Print, copy, Document Control, Fax, Telephone.