

Holds a Bachelor in Computer Science and has over 21 years experience as Assistant to CEO, in PR, HR, Accounting, Export & Import, Internal & External Purchasing, Marketing, Translation and Teaching Arabic to the foreigners.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 09/07/1979
Gender : Female
Marital Status : Single
Residence : Heliopolis, Cairo

EDUCATION

: Bachelor in Computer Science, Computer Institute in Hegaz Square, 2000
: Misr El Gedida Secondary School

LANGUAGES

Arabic : Native Language
English : Very Good
Italian : Fair

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Visual Basic from Ministry of Defence Computer Institute in 1999.
: Diploma in Psychological Counselling in 2008.
: Certificate of English - Computer - Conversation - Translation from Cambridge Academy in Egypt.
: Italian language course at Cambridge Academy in Egypt.
: Qualified Export Specialist Diploma Certificate from FTTC (from May till Jul. 2013).
: Diploma in Digital Marketing from Heliopolis Library in Dec. 2019.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2020 till now
Employer : Rovers Electromechanical Contracting & General Supplies

Job title : CEO Personal Assistant
Job Description :

- HR Manager.
- Financial Work.
- Purchasing.
- Tenders.
- Offers.
- Handling all issues which are related to the company.

Dates : From Nov. 2019 till Jan. 2020

Employer : Cruise Egypt Tours Co.

Job title : CEO Personal Assistant

Job Description :

- Touristic Field Tasks:
 - Receiving calls & emails regarding bookings and inquiries and handling it.
 - Contacting all hotels, airlines and update price lists.
 - Receiving all requests for transportation and handling it.
- E-marketing Field Tasks:
 - Doing e-marketing locally and abroad either by registration in websites concerning B2B for exporting goods or services.
 - Doing e-marketing by sending Company presentation locally and abroad to companies interesting in our services.
 - Handling company Social Media.
- Exporting Field Tasks:
 - Publishing our products on all B2B sites.
 - Receiving inquiries and handling it.
 - Handling all paper work and execute all procedures to finalize shipping.
- Secretarial Field Tasks:
 - Welcome callers, visitors in person or on the telephone; answering or referring inquiries.
 - Ensure operation of equipment by completing preventive maintenance requirements calling for repairs.
 - Perform secretarial tasks like filing, sorting, and mail distribution completing special projects.
- Accounting Field Tasks:
 - Maintain drivers and operation records.
 - Handling petty cash for drivers and office plus payroll.

Dates : From Oct. 2018 till Dec. 2018

Employer : Meuble ElChark

Job title : CEO Personal Assistant

Job Description : Assist CEO at all his business inside and outside the factory.

Dates : From Oct. 2016 till Aug. 2018

Employer : Pharaonic Group

Job title : CEO Personal Assistant

Job Description :

- Studying several projects to choose the best activity of the factory.
- Survey of project products in several locations.
- Translate from English to Arabic and vice versa.

- Contact abroad to collect prices for machinery and raw materials ...
- Special Works of the Chairman of the Board of Directors in Dubai.
- Marketing & Executive Manager at Training & Education Co. (under Pharaonic Group).
- Collecting each database for the new company of training and education center in 6th October City, and responsible for communicating with all companies to purchase all furniture and appliances which this company needs.
- HR Manager at the training and education company: Post the jobs required on the recruitment sites and filter the CVs in order to employ them.
- Internal & External Purchasing.
- Web browser and search.

Dates : From Jun. 2015 till Feb. 2016
Employer : Restore for Management and Development
Job title : Arabic Teacher to foreign students and Office Manager
Job Description :

- Teaching Arabic language (Slang language).
- Office Management Activities.
- Prepare Agenda for Meetings Coordinate.
- Task Forces Job Requirements.
- Generating creative ideas.
- Helper to all staff and the foreign students.
- Assistant to the Egyptian and American owners.
- HR works as I am responsible about the attendance program.
- Responsible of all administration works.
- Responsible for purchasing.
- Timely order of stationery and office requirements.

Dates : From Oct. 2014 till May 2015
Employer : New Era Telecommunication
Job title : Office Manager
Job Description :

- Vodafone Authorized.
- ALICO Authorized.
- Responsible for purchasing.
- Timely order of stationery and office requirements.
- HR works as I am responsible about the attendance program.

Dates : From Aug. 2012 till May 2014
Employer : Shadypack for Pharmaceutical and Food Packaging
Job title : Assistant CEO & Export and Foreign Affairs Specialist
Job Description :

- Liaising with a variety of parties including suppliers, manufactures, and customers.
- Coordinate processes to ensure customer satisfaction.
- Negotiate air & ocean freight with freight forwarders & choose the best offer.
- Deal with shipping lines, Air lines & freight forwarding.
- Evaluate suppliers and maintain purchasing protocols.
- Studying sales records and inventory levels.

- Placing orders and checking shipment.
- Manage the necessary documentation and online forms.
- Prepare and submit relevant administration.
- Managing filing systems.
- Developing and implementing new administrative systems.
- Delegating work to staff and managing their workload and output.
- Responding to customer enquiries and complaints.
- Reviewing and updating health and safety policies and ensuring they are observed.
- Attending training.
- Attend meetings, record minutes, compile, transcribe, and distribute minutes for meetings and follow up the tasks achievement.
- Arrange for travelling, accommodations and booking.

Dates : From Jun. 2011 till Aug. 2011 (temporary job)
Employer : IEMCO for Lighting Company
Job title : Office Manager to CEO
Job Description :

- Provide Administrative Support to the CEO Office.
- Read and analyse incoming memos/reports and plan their distribution.
- Filing and handling logistics.
- Responsible about the external purchasing.
- Attend meetings, record minutes, compile, transcribe, and distribute minutes for meetings and follow up the tasks achievement.
- Arrange for travelling, accommodations and booking.

Dates : From Aug. 2010 till Feb. 2011
Employer : Nile City Investments Company
Job title : Assistant to Contracts Manager
Job Description :

- Review and prepare contracts, agreements, purchase orders, memos, correspondence, calls, emails and faxes.
- Create highly effective organizational and filing systems.
- Issuing the internal memo to financial department to pay the rest of amount to suppliers according to their contracts.

Dates : From Aug. 2008 till Aug. 2010
Employer : Nile City Investments Company
Job title : Executive Secretary to Finance Department
Job Description :

- Correspondence, coordination, and problem resolution.
- Create highly effective organizational and filing systems.
- Update and maintain the Finance Manager calendar, schedules appointment.
- Perform general clerical duties to include but not limited to:
 - Financial work.
 - Meeting the customers & suppliers.
 - Writing Business letter and memorandum.
- Attend meetings, record minutes, compile, transcribe, and distribute minutes for meetings and follow up the tasks achievement.

Dates : From Aug. 2002 till Aug. 2008
Employer : Nile City Investments Company
Job title : Executive Secretary
Job Description :

- Assistant to tenants' relation manager.
- Assistant to finance department.
- Assistant to HR department.
- Receiving phone calls and setting appointments.
- Filing.
- Meeting and assisting customers.
- Timely order of stationery and office requirements.
- Administrative and office work for the administration and sales department.
- Writing letters and notes.
- Problem solving.
- Log Incoming and Outgoing Correspondence.
- Receiving, preparing and sending faxes, e-mails and other correspondence as directed.
- Provide callers with information about the Company.
- Handle necessary Courier and Shipping tasks.

Dates : From Jul. 2001 till Aug. 2002
Employer : PharmaGin Pharmaceutical Company
Job title : Office Manager & Executive Secretary
Job Description :

- Assistant to general manager.
- Assistant to sales manager.
- Receiving and answering correspondence.
- Filing.
- Receiving and directing phone calls.
- Writing letters.
- Conducting Internet searches.
- Handling customers and tenders.
- Data Entry on Oracle program.
- Financial work.

Dates : From Sep. 2000 till Jan. 2001
Employer : International Cargo Services Company
Job title : Office Manager & Assistant to General Manager
Job Description :

- Responsible for the finances and dealing with the taxes.
- Receiving and answering correspondence on the Internet.
- Receiving phone calls and setting appointments.