

Holds a Bachelor of Law and has more than 10 years experience in the legal and administrative fields, management and establishment of companies and dealing with the Chamber of Commerce and Commercial Register and the General Authority for Investment and General Taxation.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 06/07/1985  
Gender : Male  
Marital Status : Single  
Residence : Giza, Cairo

## EDUCATION

: Bachelor of Law, Menoufia University, 2006

## LANGUAGES

Arabic : Native Language  
English : Fluent  
French : Fair

## COMPUTER SKILLS

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

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From 2017 till now  
**Employer** : Al-Yom Saudi Press, Printing and Publishing - Cairo Branch  
**Job title** : Administrative Assistant Manager

**Employer** : A Tourist Investment Company  
**Job Description** : Lawyer to appeal and the state council of higher deputy director of legal affairs.

**Field of experience** :

- Responsible for managing the company as an Assistant to the Administrative Manager and also responsible for stores and purchases as well as service and drivers employees and my job was also to keep furniture and equipment and the information technology room and also I was dealing with all government and private establishments.
- I was also taking charge of the internal investigation with the employees

in the event of a violation Act in accordance with the establishment values and ethical standards in making decisions regarding financial, human, information and knowledge resources.

- Ensure timely preparation and distribution of agendas, minutes of meetings.
- Ensure that all decisions are documented and communicated.
- Receive, review and screen all incoming correspondence and documents (electronic version or hardcopy), perform preliminary checking for accuracy and completeness, and ensure that correspondence is routed to the appropriate officer or area for action and maintain a follow-up system.
- Identify and recommend related process improvements, utilizing central services and technology.
- Provide support to leadership positions, such as making travel arrangements, scheduling appointments and meetings.
- Review travel requests for accuracy, in coordination with public relation department, and prepare quarterly travel plans.
- Provide superior administrative skills in a highly responsible manner.
- Perform administrative duties which includes typing, internet researches, scanning, correspondence, and minutes of meetings.