

Holds a Bachelor of Arts and has more than 10 years hands-on experience working as Document Controller, Assistant HR Officer and Executive Secretary.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 10/06/1977
Gender : Female
Residence : Damietta

EDUCATION

: B. A. and Education (English Dept.), 1999

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Passed General English courses.
: Passed Conversation English courses.
: Passed ICDL.
: Passed HR Diploma.
: Studying International Business Driving License (IBDL).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2017 till now
Employer : Techint Engineering & Construction Egypt
Project : West Damietta Power Plant phase II
Job title : Document Controller
Job Description :

- Manage and maintain documents on documentum - Techint Documentation System (DOCUMENTUM).
- Prepare, operate and update document control procedures in line with the company's Documentation Management System.
- Fulfill document retrieval requests either as directed by employees or

clients.

- Organize record and archive documents.
- Checking for accuracy and editing documents.
- Reviewing and updating technical documents (e.g. manuals and workflows).
- Copying, scanning and storing documents.
- Receive and process requests for information (RFIs), from employees or clients and maintain the requests via tracking logs.
- Distribute project-related copies to internal teams.
- Maintain confidentiality around sensitive information and terms of agreement.

Dates : From Oct. 2015 till Aug. 2017
Employer : Archirodon Construction Overseas
Project : West Damietta Power Plant
Job title : Assistant HR Officer
Job Description :

- Ensuring the department complies with all recruitment policies, laws and regulations.
- Acting as the first point of contact for anyone enquiring about vacancies.
- Providing professional advisory support to company employees.
- Interpreting and clarifying the company's HR policies and practices.
- Providing orientation induction for new employees.
- Organizing stable deadlines for required horizontal and vertical training for current or new employees in order to comply with company policies and instructions.
- Maintenance of the HR records and systems as creating and updating employees personal files.
- Screening and recording, updating all employees data in company system register.
- Setting up, monitoring and then tracking employees probationary periods. And issuing probationary periods appraisal form.
- Developing quarterly reports for senior and regional HR Officers on staff fit to work status, horizontal and vertical training status and probation period results.
- Keeping track of any employee anniversaries and awards they are due.

Dates : From Jul. 2012 till Nov. 2013
Employer : Archirodon Construction Overseas
Project : Cargo Berth - Damietta Port
Job title : Secretary
Job Description :

- Organize all admin affairs.
- Manage the daily / weekly / monthly agenda and arrange new meetings and appointments.
- Answer phone calls and re-direct them when necessary.
- Prepare and disseminate correspondence, memos and forms.
- Use various computer packages - Word, Excel and Power Point.
- Typing, filling and mail distribution.

Dates : From Jul. 2008 till Feb. 2012
Employer : Damietta International Ports Company
Project : Container Terminal - Damietta Port
Job title : Executive Secretary
Job Description :

- Responsible for all affairs related to Chief Ex. Officer.
- Relay directives, instructions and assignment to executives.
- Prepare agenda for meetings.
- Helping prepare office budget.
- Maintain office procedures.
- Operate office equipment, such as photocopy machine and scanner.
- Maintain hardcopy and electronic filing system.
- Sign for UPS / FedEx / Airborne packages.

Dates : From Feb. 2006 till Jul. 2007
Employer : Center British Teacher for Education LLC (CFBT), Abu Dhabi - UAE
Job title : School Librarian
Job Description : Responsible for Information Development Center.

Dates : From Mar. 2005 till Jan. 2006
Employer : Madinat Zayed Primary School, Abu Dhabi - UAE
Job title : English Teacher
Job Description : Teaching the English language principles for primary school pupils.