

Holds a Bachelor of Foreign Trade and has over 18 years hands-on experience working as Secretary and Office Manager.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 28/04/1977
Gender : Female
Marital Status : Single
Residence : Nasr City, Cairo

EDUCATION

: Bachelor of Foreign Trade, The Higher Institute of Advanced Studies, 2000

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Diploma in Windows 2000 from the Information Technology Institute.
: Diploma in Secretary (Authorized by Microsoft).
: English Language Course Level 6 in AUC (Jun./Jul. 2007).
: English Language Course Level 7 in AUC (Jan./Feb. 2008).
: English Language Course Intermediate 1 in Amideast.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From May 2016 till now
Employer : Tabarak Holding for real estate
Job title : Office Manager for Chairman and Vice Chairman
Job Description :

- Preparing agendas and Handling meeting appointments for the Construction Manager.
- Attend meetings to record and write the instructions of the Chairman of

the Board of Directors and follow up their performance.

- Preparing and writing reports.
- Maintain calendar of appointments for designated Chairman, including meetings and travel.
- Answer telephone for designated Chairman.
- Documents Controller through I.S.O system.
- Follow-up to the external and internal branches and resolving problems.
- Receive all the problems of the sites to be presented to the management and decision-making to solve them.
- Sending and receiving e-mail.
- Organize and coordinate events.
- Booking flights, hotels and visa issuance.

Dates : From Oct. 2010 till Dec. 2015
Employer : I.C. Group for real estate
Job title : Executive Secretary for Project Manager
Job Description :

- Handling meeting appointments for the Construction Manager.
- Preparing agendas.
- Writing meeting and distribute to relevant departments.
- Preparing and writing reports.
- Documents Controller through I.S.O system.
- Sending and receiving faxes and e-mail.
- The compilation of the best offers to the needs of the company.
- Take, type and distribute minutes of meetings.
- Organize and coordinate events.
- Monitor daily attendance of staff, printing and paper daily attendance for submission to Project Manager.
- Provide payroll information by collecting time and attendance records.
- Provide reports on employees in terms of balances, annual leave, public holidays and overtime.

Dates : From Mar. 2010 till Sep. 2010
Employer : Deluxe Office Furniture
Job title : Sales Secretary
Job Description :

- Handling meeting appointments for the Sales Manager.
- Typing and writing the sales offers to the sales team.
- Sending offers to the customers by faxes and e-mail.
- Handling objection from the customers.
- Receiving telephone and faxes distribute to relevant departments.

Dates : From Feb. 2007 till Dec. 2009
Employer : Arabian Scientific Information Company "Edara.com"
Job title : Executive Secretary
Job Description :

- Handling meeting appointments for the General Manager.
- Preparing agendas.
- Preparing and writing reports.
- Archiving of documents.
- Sending and receiving faxes and e-mail.
- The compilation of the best offers to the needs of the company.

- Contract with the international shipping companies.
- Following-up of bank accounts for manager.
- Organize and coordinate events.

Dates : From Feb. 2004 till Aug. 2006
Employer : Canon
Job title : Sales Secretary
Job Description :

- Handling meeting appointments for the Sales Manager.
- Typing and writing the sales offers to the sales team.
- Sending offers to the customers by faxes and e-mail.
- Handling objection from the customers.
- Receiving telephone and faxes distribute to relevant departments.
- Take, type and distribute minutes of meetings.
- Organize and coordinate events.

Dates : From May 2002 till Dec. 2003
Employer : Ring (Nokia & Samsung) - subsidiary of Orascom Telecom
Job title : Sales Supervisor
Job Description :

- Selling mobile sets and its accessories.
- Handling objection from the customers.
- After sales service.
- Reporting daily sales to the operation manager.
- Supervising the sales team.
- Making full training for new employees.
- Driving for results.
- Study last sales reports and analysis to determine its causes and take corrective actions.

Dates : From Oct. 2000 till Mar. 2002
Employer : (Engineering & Trading Company) Canon
Job title : Sales Representative
Job Description :

- Making initial calls.
- Following-up the clients.
- After sales service.
- Closing the deal.