

Has over 14 years experience working as Office Manager (Executive Secretary) and Translator.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 25/02/1986
Gender : Female
Marital Status : Single
Residence : Heliopolis, Cairo

EDUCATION

: Faculty of Arts (Dept. of History), Helwan University, 2008
: Secondary Education: Maria Auzilia Tretche School in Heliopolis, 2004

LANGUAGES

Arabic : Native Language
English : Excellent
French : Good

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

: Diploma in MS Office (2007).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2021 till now
Employer : CMS (Construction Management Systems)

Dates : From Jun. 2017 till Aug. 2021
Employer : The Consultant Engineering Company

Dates : From Jan. 2015 till Jun. 2017
Employer : Cegman Consultant Engineering Group

Dates : From Jan. 2013 till Dec. 2014
Employer : Elgohary Architects Consulting Company

Dates : From Oct. 2011 till Jan. 2013
Employer : ALFEKRAH Consulting Engineering Company

Dates : From Jul. 2008 till Oct. 2011
Employer : Beeah (Planers & Architects & Engineering)

Field of experience :

- Office Manager (Executive Secretary).
- Personal Assistant for CEO and Translator for 14 years.
- Expert in secretary office business.
- Monitor and report on projects progress against agreed schedule.
- Supervise management business group.
- Follow up and prepare daily reports.
- Follow up the projects with the staff, and report it to the CEO.
- Follow up the work on the sites and report it to the CEO.
- Arranging and process meetings, and make minutes of meetings and report it to the CEO.
- Preparing and monitoring the estimated office budget.
- Prepare the tender documents.
- Prepare the tender log of the projects.
- Handle and prioritize all outgoing or incoming correspondence (email, letters, packages).
- File documents in physical and digital records and ensure appropriate storage.
- Create templates.
- Manage requests for documentation.
- Maintain confidentiality around sensitive documentations.
- Secretary works (writing letters and reports and arrange the dates for the boss).
- Making BOQ and prepare it for the staff.
- Translator to English.
- Make presentation for projects by Power Point.
- Meeting clients & make deal with them.
- Document Controller for the several projects.
- Preparing meeting and arrange it for the boss and the working staff.
- Making time log for the working staff and calculate the project hours and make the project sheet.
- HR Coordinator (meeting the new employees and making interview with them).
- Financial assistance with the financial manager and preparing the salaries sheets with him.
- Experience in the sector consultant & construction companies.