

Holds a B. Sc. in Commerce (Accounting) and has over 2 years hands-on experience working as Admin & Personal Assistant.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 04/12/1991
Gender : Female
Marital Status : Married
Residence : Cairo

EDUCATION

: B. Sc. in Commerce (Accounting) – English section, Cairo University, 2012
: Secondary Education: Modern Narmar Language School

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

- : ISO 9001:2015 Standard Requirements & Quality Management System Internal auditing Training Program (Sep. 2016).
- : ICDL (2009).
- : Summer trainings:
 - Arab Banking Corporation (ABC Bank) in the year 2011 at the treasury department (1 month):
 - Prepare daily or weekly cash position.
 - Manage cash surpluses generated from operating activities.
 - Establish daily cash levels for business units.
 - Ensure that the organization selects adequate short-term investment strategies to place (invest) daily cash surpluses on securities exchanges and in private placements.
 - Arab Banking Corporation (ABC Bank) in the year 2010 at the card center (1 month):
 - Receive clients' applications.
 - Issue all types of cards.

- Handling pending cards.
- Handling all cards' problems & issues.
- Arab Banking Corporation (ABC Bank) in the year 2009 at the customer service department (1 month):
 - Receive all customers' inquiries.
 - Offer banking products and services.
 - Offer the best solution for customers based on proper bank policies.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2016 till now

Employer : Orchidia Pharmaceutical

Job title : Technical Director Admin Assistant

Job Description :

- Receive, direct and reply to telephone, E-mail and fax messages.
- Handle caller's inquiries whenever possible related to technical director operational issues.
- Assist in planning and preparation of meetings and conferences related to technical issues.
- Record and distribute minutes of meetings and follow up with concerned parties to ensure the implementation for these minutes.
- Maintain full, accurate and up to date records and files for all documents (Hard and soft copies).
- Develop, Maintain and manage the general filing system.
- Provide administrative services for the technical director to ensure that administrative work is maintained effectively, up to date and accurate manner.
- Responsible for saving manuals of factory equipment.

Dates : From Oct. 2013 till Nov. 2014

Employer : RAMW Group

Job title : Admin & Personal Assistant

Job Description :

- Devise and maintain office systems, including data management and filing.
- Screen phone calls, enquiries and requests, and handle them when appropriate.
- Meet and greet visitors at all levels of seniority.
- Organize and maintain diaries and make appointments.
- Deal with incoming email, faxes and post, often corresponding on behalf of the Manager.
- Produce documents, brief papers and reports.
- Arrange travel and personal events.

Dates : From Apr. 2013 till Jul. 2013

Employer : Trane Company

Job title : Temp. Secretary reporting to the CEO

Job Description :

- Receive, register and distribute documents for approval, and handle incoming mail to all the company departments.
- Carry out general clerical and secretarial work such as filing and answering phone calls.

- Prepare letters, memos and circulars.
- Prepare expense reports, vouchers & register invoices.
- Coordinate the flow of information both internally and externally.
- Organize internal and external events.
- Organize and coordinate the employees traveling arrangements.