

Holds a Bachelor in Commerce (Accounting) and has about 15 years experience working as Executive Secretary, HR and Administration Manager.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 01/01/1980  
Gender : Female  
Marital Status : Married  
Residence : Nasr City, Cairo

## EDUCATION

: Bachelor in Commerce (Accounting), Zagazig University, 2002

## LANGUAGES

Arabic : Native Language  
English : Good

## COMPUTER SKILLS

: Windows, MS Office, Internet  
: Photoshop program  
: Adobe Acrobat X.Pro., Printing and Scanning programs, .....etc.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From 2016 till now  
**Employer** : El-Salmia Group, New Cairo  
(Construction Industries, Trading of building materials and works of bulk cement transport, packaging, contracting and real estate investment)  
**Job title** : Administration Manager & Executive Secretary

**Dates** : From 2006 till 2012  
**Employer** : Talent Engineering Company, Nasr City  
(Complete Structural Engineering Service - Concrete dimensions shop drawings, Rebar details shop drawings, Bar Bending Schedules, Structural Design, Steel Structure Detailing, Structural Quantity take-off, On-site structural assistance)  
**Job title** : Executive Secretary & HR Assistant

**Dates** : From 2005 till 2006  
**Employer** : BECT Bareau Egyptian Des Conseils Technique, Heliopolis  
BECT is a group of professional architects, engineers and experts who are talented and committed to perfection. A core issue of our mission is to contribute to the development of the communities and the surrounding environments through a wide range of designs and projects.  
**Job title** : Executive Secretary & Office Internal Accounting

**Dates** : From 2002 till 2004  
**Employer** : Marakesh Tours Company, Cairo  
(Transportation terrestrial and marine, In/Out abroad Travels, tours programs, Classic Trips to Cairo, Sharm, Hurghada, Aswan, Luxor....etc.)  
**Job title** : HR Assistant

**Field of experience** :

- Versatile professional with excellent organizational skills.
- Capable of managing multiple tasks simultaneously and meeting tight timelines.
- Hired, trained and supervised small team of administrative staff members.
- Top level communication, writing and research skills.
- Coordinated meetings, events and conference calls including the hiring of catering services and arrangement of meeting space.
- Set up travel arrangements, itineraries, airline reservations, shuttle service and hotel accommodations.
- Designed spreadsheets, slide shows, presentations, charts, graphs and other documentation as needed.
- Handled office cash receipts and petty cash drawer.
- Maintained and organized staff calendar / reminder system.
- Served as liaison between senior management, customers, colleagues and vendors to streamline flow of information.
- Prepared company literature, documentation, expense reports, presentations.
- Created reports, tracked income and expenses, and reviewed numbers for accuracy.
- Recorded and communicated said observations to higher authorities with utmost professionalism.
- Dealing professionally typing rate of 70 wpm (words per minute).
- Dealing professionally with Power Point presentations.