

Holds a Bachelor of Arts and has 6 years of secretarial and clerical experience.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 10/03/1979  
Gender : Female  
Marital Status : Married  
Residence : Heliopolis, Cairo

## **EDUCATION**

: Faculty of Arts, English Department, Ain Shams University, 1999

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel), Internet

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Jan. 2006 till Jan. 2007  
**Employer** : Egyptian Water Works, Cairo, Egypt  
**Job title** : CEO Office Secretary  
**Job Description** :

- Maintenance of office library and record keeping.
- Assuring office is neat, and stocked with necessary tools for functionality.
- Member management, email reminders and records of financial dues.
- Assist with planning and execution of all society events.

**Dates** : From Jan. 2001 till Jan. 2006  
**Employer** : MIDWATER, Cairo, Egypt  
**Job title** : HR Administrative Assistant  
**Job Description** :

- Ensure filing systems are maintained and up to date.
- Ensure protection of files office management services to the CEO.
- Organize office operations and procedures.
- Arranged long distance phone calls & meetings.

- Field of experience :**
- 6 years of secretarial and clerical experience in fast paced environments.
  - Highly skilled in greeting customers and answering phone calls.
  - Hands-on experience in routing and distributing incoming manual mail and email.
  - Track record of answering everyday letters and email.
  - Able to correct spelling and grammar to ensure accurateness.
  - Thorough understanding to complete forms in keeping with company procedures.