

Holds a Bachelor of Commerce (Accounting) and has over 18 years experience working as Executive Secretary.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 06/01/1976  
Gender : Female  
Marital Status : Married  
Residence : Cairo

## EDUCATION

: Bachelor of Commerce (Accounting), Ain Shams University, 1997

## LANGUAGES

Arabic : Native Language  
English : Very Good  
French : Good

## COMPUTER SKILLS

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

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Apr. 2006 till now  
**Employer** : Dar El-Hanadasah "Shair & Partners"  
Dar El-Hanadasah "Shair & Partners" is one of the world's leading international consultancies, specializing in engineering, architecture, planning, environment, project management, and economics.  
**Job title** : Executive Secretary to Director of Structural Department  
**Job Description** :

- Typing all the Contracts, Agreements, Documents, Specifications, Schedules, MOM's and Bill of Quantities for all Active Projects.
- Prepare and follow all logistical planning for the different projects.
- Dealing with incoming and outgoing options; faxes, and overnight delivery, sending messages by E-mail, guidelines for answering the telephone and effective Meeting Coordination.
- Organize the occasional party (Iftar Ramadan party and Director Party) by preparing guest lists and distribute the invitations to guests.
- Greeting and security concerns, making formal introduction, dealing with unscheduled visitors, treating customers with care.

- Handle a wide variety of situations and conflicts involving the administrative functions of the office.
- Compose correspondence requiring understanding of technical matters; note commitments made by executive when technical during meetings and arrange for staff implementation.
- Re-schedule or refuse appointments or invitations; read outgoing correspondence for executive's approval, alert writer to any conflict with.
- Arrange all data in the projects files electronic (incoming & outgoing for internal or External Correspondences, Drawings, Work Instruction, Organization Chart, project schedule, project quality plan, MOM's and Bill of Quantities ...etc.).
- Handle interviews with my manager.

**Dates** : From Sep. 2004 till Apr. 2006

**Employer** : BASCO ENGINEERING & TRADING  
 BASCO is a company which specializes in the supply and installation of professional kitchen equipment, industrial laundry equipment, industrial heating equipment, and professional marine equipment.

**Job title** : Executive Assistance / Commercial General Manager / Logistic Specialist

**Job Description** :

- Handling all the Hotels projects either with the imported equipment from the foreign suppliers or contact with the Hotels projects consultants.
- Follow-up orders through regular follow up reports for accounts.
- Prepare follow-up & expedite the monthly payment to suppliers to ensure punctual & timely transfers.
- Follow up the receipt of company's commissions of the various direct and invading deals.
- Verify shipping rats for all shipment & invoice to insure utilizing the obtained special rates.
- Follow-up the unit sales from the Purchase order up to the delivery.
- Participating on L/C duties opened through Egyptian bank and L/C opened through USAID.
- Follow-up closely and expedite the clearance process of receipt goods from suppliers to Alexandria sea port OR Cairo Airport , as well as the coordination with finance department to issue the necessary documents for clearance and verifying the customs and clearance costs.
- Experience in modern filing system for each project.

**Dates** : From Aug. 1999 till Jul. 2004

**Employer** : ROTOPACK MISR FOR PRINTING PACKAGING MATERIAL S.A.E. at 10th of Ramadan City  
 Rotopack Egypt for printing and packaging materials (SAE) was founded in 1985, in accordance with the provisions of Law 159 of 1981. The company replaced Rotopack Misr S.P.A (Chaoui On Tannous Co.), a Simple Limited Partnership, and that as of January 1990. The purpose of company is printing on packages and kits flexible packaging in all its forms and types and sizes and importing and marketing them. The company was previously listed on the Egyptian stock exchange and got delisted afterwards.

**Job title** : Executive Office Manager to the Managing Director and General Manager

**Job Description** :

- Manage and arrange the documents for the company board meetings.
- In charge of meetings held with principals delegates as well as following up the executing of the agreeable points.

- Responsible for all the contacts and all the imported raw material from our foreign supplier.
- Following up with the bank issuing letter of credit procedures and conditions.
- Following up shipping dates.
- In charge of dealerships administration following up meeting and hotels arrangements for company's guests.
- Supervising the secretary's team performance.