

Holds a Bachelor of Commerce (Accounting) and has over 16 years of progressively responsible experience in general office management, administration, document control or related area is required. Successfully managed the daily operations of a demanding office. Efficiently directed office support activities including staff training and supervision.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 30/10/1979  
Gender : Female  
Marital Status : Engaged  
Residence : Nasr City, Cairo

## **EDUCATION**

: Bachelor of Commerce (Accounting), Ain Shams University, 2000

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

- : ICDL, Cairo, Egypt (Cambridge) (Feb./Mar. 2010).
- : English Conversation Course, Cairo, Egypt (Cambridge) (Passed Level 8) (from Oct. 2009 till Apr. 2010).
- : Human Development Program - Soft Skills, Cairo, Egypt (from Jun. till Aug. 2003):
  - Negotiation skills.
  - Communications skills.
  - Time Management.
  - Decision Making & Problem Solving.
  - Leadership.
  - Planning.
  - Mind Mapping.
  - Stress Management.
  - Project Management steps.
  - How to excel in a professional environment.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Mar. 2015 till now  
**Employer** : Vice President Office of Al Tayyar Holding  
(Group of Companies work in field of Real State & Investment)  
**Job title** : Office Manager  
**Job Description** : The same responsibilities mentioned below in addition to:

- Follow up with other departments to guarantee the application of general policy of the company.
- Performing other duties as required.

**Dates** : From Jan. 2005 till Feb. 2015  
**Employer** : Regional Office of Al Tayyar Group, Cairo, Egypt  
**Job titles** : Executive Secretary, HR Assistant  
**Job Description** :

- Screening all incoming calls and queries, redirecting them to the appropriate staff members according to their functional responsibilities; responding to queries related to the general policies and work of the Office.
- Updating and maintaining office machinery.
- Welcome guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Assisting in drafting, reviewing and editing routine correspondence (code cables, faxes, memos, letters and notes.
- Control system documents and records.
- Provide administrative support to the purchase department.
- Provided support to the Junior Buyer and Procurement Manager.
- Recruiting and training junior staff and delegate some of the less demanding and confidential work to them.
- Maintaining employee files and the HR filing system.
- Scheduling interviews for job applicants.
- Assembling new hire information packs.
- Welcoming new employees and arranging induction programs for them.
- Prepare correspondence, reports, Contracts, and materials for publications and presentations.
- Setup President's travel arrangements.
- Setup accommodation and entertainment arrangements for company visitors.
- Setup and coordinate meetings and conferences.
- Prepare newsletter articles and bulletins.
- Create, transcribe, and distribute meeting agendas and minutes.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Supervise support staff and follow up.

**Dates** : From Jan. 2001 till Dec. 2004  
**Employer** : Regional Office of Al Tayyar Group, Cairo, Egypt  
(Group of Companies work in field of Tourism)  
**Job title** : Secretary

- Job Description** :
- Handling phone calls and visitors.
  - Handling incoming and outgoing correspondence (faxes, emails....etc.).
  - Receive job seekers, arrange their papers and filtrate them in order to meet the regional managers for interviews.
  - Drafting routine letters in Arabic & English.
  - Establishing filing system and Database for the employees' documentation.
  - Responsible for the traveling & reservation (Ticket & Hotel) issues.
  - Arranging Appointments and office calendar.
  - Prepare confidential correspondence and reports.
  - Preparing the advertisings' forms for the new openings in our group of companies.