

Holds a B. Sc. in Computer & Information and has about 12 years hands-on experience working in administration field.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 25/10/1982  
Gender : Male  
Marital Status : Married  
Residence : Giza, Cairo

## EDUCATION

: B. Sc. in Computer & Information, Higher Technological Institute (HTI), 2005

## LANGUAGES

Arabic : Native Language  
English : Good

## COMPUTER SKILLS

: Windows, MS Office, Internet  
: C++ / VB & HTML  
: Photoshop  
: Flash based software

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Aug. 2015 till Feb. 2017  
**Employer** : HAMA Film Productions, Media Production - Egypt  
**Job title** : Administration Manager  
**Job Description** :

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Recruit and train personnel and allocate responsibilities and office space.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Manage schedules and deadlines.
- Monitor costs and expenses to assist in budget preparation.

- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians).
- Organize and supervise other office activities (recycling, renovations, event planning etc.).
- Ensure operations adhere to policies and regulations.
- Keep abreast with all organizational changes and business developments.

**Dates** : From Aug. 2007 till Jul. 2015

**Employer** : Kuwait Occupational Standards, Assessment & Certification Center (KOSAC), Governmental & Public Sector – Kuwait

**Job title** : Office Manager to KOSAC Director

**Job Description** :

- Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff.
- Doing Package from Administrative Tasks and Technological (IT) with relevant.
- Regulation and Supervision on all Administrative Activities which Facilitates Flow and functioning Action Office More Public.
- Order and coordination and preparation Conferences, Meetings, Appointments and business trips.
- Authorization Business.
- Insurance Furniture and supplies Office Devices Necessary.
- Dealing with Mail and Email.
- Preparation Reports and correspondence.
- Supervision on Administrative Crew and secretarial, and control Size Pressure and the rate of Labor.
- Link between Members Team Administration (Supreme Committee and managers).
- Reserve Subjective Records Important documents to Director.
- Preside Some Meetings, the scheduled meetings of the Administration.
- Dealing With Complaints Rose from Outsides.
- Debate General Problems with Administrative Crew.
- Review Office Performance more Public with Administration.
- Ensure progress of work in a professional manner effectively.
- Organize orientation and training of new staff members.
- Coach and discipline office staff.
- Ensure filing systems are maintained and current.
- Ensure security and confidentiality of data.
- Design and implement office policies and procedures.
- Implement procedural and policy changes to improve operational efficiency.
- Prepare operational reports and schedules to ensure efficiency.

**Dates** : From 2006 till 2007

**Employer** : Kuwait News Agency (KUNA) – Kuwait

**Job title** : Data Processor

**Job Description** : 

- Interpret, compile, sort, and verify accuracy of pertinent news Data to be entered / received from the document management system, email or fax ensuring completeness and adherence to department procedures.
- Verify screen format to detect errors, and proof read new entries in the news database for accuracy, completeness and adherence to department procedures.
- Maintain logs of activities and completed work.

**Dates** : From 2005 till 2006

**Employer** : Kuwait News Agency (KUNA) – Kuwait

**Job title** : Executive Secretary

**Job Description** : 

- Reception Guests and arrange Appointment and adjust the picture from different contact with visitors and customers.
- Insurance necessary Arrangements for all acts of general Director.
- Insurance Pensions Housing, visits and the reception Guests of the masters.
- Continue the Calendar of general Director.
- Preparation System of archiving of papery and mail.
- Contracting with international Companies which belongs to need work.