

Holds a Bachelor in Tourism and has over 5 years hands-on experience, including 2 years working as Office Administrator.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 25/12/1989  
Gender : Male  
Marital Status : Single  
Residence : Cairo

## **EDUCATION**

: Bachelor in Tourism, Helwan University, 2011

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: English course.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Nov. 2014 till now  
**Employer** : Trust for Engineering Services, Egypt  
**Job title** : Office Administrator  
**Job Description** :

- Responsible for Office Attendance.
- Documents human resources actions by completing forms, reports, logs, and records.
- Process and maintain Human Resources personnel files for all staff employee classifications and archiving of all personnel records.
- Arrange management interviews by coordinating schedules.
- Type, format, proofread, and edit correspondence, offer prices and other documents, from notes or dictating machines, using computers or typewriters.

- Manage correspondence by answering emails and sorting mail.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Handle expenses and billing cycles.
- Manage reception area and looks after visitors.
- Maintain stock lists and orders office supplies as needed.
- Manage staff expense requests.
- Interact with directors and carries out their requests.
- Maintain accurate records for employee holiday requests.
- Manage outgoing post and records data on special deliveries.
- Photocopy and file appropriate documents as needed.
- May take care of website functions and social media profiles.
- Coordinate sales and purchasing. Assist in purchase orders and invoicing.
- Inventory and order materials, supplies, and services.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.

**Dates** : From Jan. 2012 till Sep. 2014  
**Employer** : Wasla Outsourcing Vodafone, Customer Service - Egypt  
**Job title** : Telesales, then hired to coaching team  
**Job Description** : Sale Vodafone rate plans over the phone and other Vodafone services then coach.

**Dates** : From Jul. 2009 till May 2010 (during education)  
**Employer** : Sakura Restaurant, Hotels and Lodging - Egypt  
**Job title** : Shift Supervisor  
**Job Description** : Supervise restaurant services.