

Holds a Bachelor in Commerce (Accounting Dept.) and has about 5 years hands-on experience working in administration field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 12/09/1991
Gender : Female
Marital Status : Single
Residence : Ain Shams, Cairo

EDUCATION

: Bachelor in Commerce (Accounting Dept.), Ain Shams University, 2012

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: ICDL (International Computer Driving License).
: Personal Development Course from HPA (High Professional Advisors).
: SSP (Success Skills Patent).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2017 till now
Employer : Hygint Pharmaceuticals
Job title : Administrative Assistant
Job Description :

- Plan meetings and take detailed minutes.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Maintain contact lists.
- Responsible for reservations in hotels and booking air tickets.
- Responsible for events and conferences arrangements.
- Responsible for the recruitment process.

Dates : From Apr. 2016 till Aug. 2017
Employer : Sawa Al-Aqaria Company
Job title : Admin Coordinator
Job Description :

- Responsible for Google Drive & URL system (units & availability & pricelist).
- Responsible for KPIS to evaluate sales team.
- Responsible for taking offline sheets to save data.
- Responsible for giving full support and assistance to the concerned manager.
- Responsible to coordinate effectively the operation and procedures of the concerned department.
- Responsible for coordination, communication, administration of daily operational task in the assigned centre ensuring high level of operational support.
- Responsible for coordinating with accounting department to make a full case about customers including (down payments & installments).
- Making daily & weekly & monthly leads report.
- Making daily & weekly & monthly sales and reservation report.
- Making daily & weekly & monthly visits report.
- Sorting documents & contracts.

Dates : From Aug. 2015 till Mar. 2016
Employer : Sawa Al-Aqaria Company
Job title : Franchise Admin
Job Description :

- Responsible for administrating with 7 franchises.
- Sending & received mails.
- Making daily & weekly & monthly reports.
- Submission the material of the projects, presentations, pricelist & available units to the franchise.
- Responsible for Sending leads to the franchise.
- Replying on the advertising of the franchise.
- Finding the duplicated Customer & making report about it.
- Sorting documents & contracts.

Dates : From Nov. 2014 till Dec. 2014
Employer : BDO Esnad
Job title : BNC Project – Data Entry
Job Description :

- Maintain database by entering new and updated customers.
- Account & collecting informations about the projects.
- Connecting with the owner of the project by Skype and giving him daily updates.

Dates : From Mar. 2013 till Oct. 2013
Employer : Etisal International Company
Job title : Call Center Agent at Etisalat Project
Job Description :

- Making in and out bound calls.
- Offer new products to the customers.
- Handling the customers and fixing the problems.