Randa

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**Objective**:

To obtain a job that unlocks my potential for creativity, utilizes energetic and self-motivated nature through synergy, dynamic, and harmonious work settings, with opportunity for advancement and growth.

**Professional Experience and Details of Key Responsibilities / Duties**:

 Worked as HR Administrator in maintenance Company M/s Juma Al Majid Group dealing with Properties in U.A.E, U.S.A. and U.K., working from June 2007 till May 2011. Key responsibilities involve:

**HR Administrator:**

* Handling basic administrative skills.
* Excellent planning and organizational skills.
* Doing independent correspondences as having good command over English both written and spoken also having excellent communication skills.
* Maintaining high level of confidentiality in handling projects, contracts documents etc.
* Knowing shorthand hence taking minutes of inter office weekly meeting, presentations.
* Coordination and link between the head of the department with other staff members.
* Having time management ability and demonstrated commitment to completion of projects on timely basis.
* Analyzing HR related issues, recruitment and selections.
* Arranging of visit / employment visas / labor cards.
* Cancellation of visas.
* Maintaining of data / records of trade licenses, passport / visas / labour cards.
* Handling consulate / embassy documents work.

**Sales Coordinator**:

Currently working as sales coordinator in M.S Swaidan Trading Co. agriculture division of Al Naboodah Commercial Group, dealing with agricultural products which include seeds, garden tools, sprayers, agriculture tractors , pest control & disinfection products.

**Key Responsibilities / Duties:**

* Responsible for accurate and timely issue of quotations, Performa invoices and delivery orders to the customers as required.
* Meet customers to discuss their requirements.
* Maintain good relations with local/international customers.
* Investigate order discrepancies with vendors and other customer satisfaction issues to assist Sales team.

* Monitoring of all shipments, documentation, and weekly and monthly payment sales report.
* Maintain an efficient working environment.
* Provides support and assistance to fellow team members/departments, as needed, in order to meet company/team goals including but not limited to assisting with general business letters.

**Academic Qualifications:**

* Bachelor of Arts University of Tanta (English department), Egypt 2002.

**Educational Highlights:**

* Poetry.
* English literature.
* Translation.
* Shakespearean novels.
* Criticism.
* Drama.
* Phonetics.
* American literature.

**Professional Qualifications:**

* Training program for graduates – sponsored by Tanta University. (Content: m.s. word, excel, PowerPoint, access).
* ICDL (international computer driving license) - provides international certification for all office application.

**Skills**:

* Able to communicate effectively.
* Able to work in teams.
* Able to work under pressure.

**Personal Details:**

• Nationality: Egyptian.

• Date of Birth: September 1981.

• Marital status: Single.

Driving License: Available.