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**Personal Information:**

**Nationality:** Turkish. **Marital Status:** Married.

**Gender:** Female. **Date of Birth:** 25-Feb-1984.

**Career Objective:**

To work in a challenging environment that will allow me to utilize my skills and knowledge to the best of my ability and will contribute positively to my personal growth as well as the growth of the company.

**United Arab Emirates Experience:**

* **Emirates College of Technology** (ECT) - Nov. 2008 Up to Date.

Working at Executive Office Manager, HR and Administration Professional with 7 years of experience in Emirates College of Technology with experience in recruitment, performance assessment process, rewards and recognition programs, employee engagement & welfare, grievance handling etc.

**Position:**

Executive Office Manager- Jan. 2014 Up to Date

The Executive Office Manager works under the Chairman of the College and performs professional administrative duties that include participating in the daily operation and making the office system up-to-date.

Provide administrative support to the office of the College Dean. Keep track and maintain Dean’s schedules as planned. Play a vital part in the administration and smooth-running of businesses throughout the school. Involved with the coordination and implementation of office procedures, oversees and supervises the work of junior administrative staff.

**Responsibilities:**

* + Expedite the work of the Chairman and coordinate the administrative functions of the Executive Office.
  + Establish priorities in order to expedite work assignments and responsibilities.
  + Maintain Chairman Calendar and schedule meetings as needed.
  + Process confidential and sensitive work.
  + Design PowerPoint and other presentations.
  + Assist Board of Trustees liability claims.
  + Support Board of Trustees (e.g. Schedule board and committee meetings, attend board meetings and record minutes).
  + Effectively manage correspondence and requests among other elected offices, departments and agencies, internal staff, and constituent.
  + Read and analyse incoming memos, submissions, and reports to determine their significance and distribution.
  + Open, sort, and distribute incoming correspondence, including faxes and email. Prepare responses to correspondence containing routine inquiries.
  + Greet visitors and determine appropriate assistance needed.
  + Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spread sheet, database, or presentation software.
  + Makes orders and maintains stationery and equipment supplies.
  + Uses shorthand and audio tapes or copy typing to produce letters, correspondence and documents.
  + Arranges travel and accommodation.
  + Organizes and stores paperwork, documents and computer-based information.
  + Discussing and agreeing project requirements with clients.
  + Organize Catering and quotation for events and seminars.
  + Courier procedure and follow up.
  + Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spread sheets and databases.
  + Letter writing, dealing with telephone and email enquiries.
  + Creating and maintaining filing systems, keeping diaries, arranging meeting/appointments and organizing travel for staff.
  + Devising and maintaining office systems.
  + Booking rooms and conference facilities.
  + Attending meetings, taking minutes and keeping notes.
  + Invoicing; managing and maintaining petty cash.
  + Liaising with staff in other departments and with external contacts.
  + Ordering and maintaining office stationery and equipment supplies.
  + Sorting and distributing incoming post and organizing and sending outgoing post.
  + Liaising with colleagues and external contacts to book travel and accommodation/ conference preparation.
  + Organizing and storing paperwork, documents and computer-based information.
  + Photocopying and printing various documents, sometimes on behalf of other colleagues.
  + Arranging both in-house and external events.
  + Any additional duties as assigned by the College Dean.

**Position:**

Human Resource Officer- Oct. 2010 to Dec. 2013.

Provide support in the various Human Resources function, which include recruitment, staffing, performance monitoring and employee counselling.

**Responsibilities:**

* + Assisting the manager with the routine works.
  + Ensuring that accurate and current job descriptions are in place.
  + Providing advice and assistance with writing job description.
  + Working closely with the public relations officers to process government documentation (labor card, labor contracts and ministry of higher education approval).
  + Dealing with the insurance company representative in order to process insurance cards for staff and faculty as well as for their family members.
  + Issuing business cards and attendance cards.
  + Working with the attendance machine.
  + Preparing and supervising the document for the new staff and faculty.
  + Maintaining and updating information into the system.
  + Fostering community relations through events such as open days and through involvement in community initiatives.
  + Identify and implement positive employee relations programs in consultation with the relevant stakeholder group that will lead to a more efficient and motivated workforce.
  + Completing human resource operational requirement by scheduling and assigning employees, following up on work results.
  + Providing advice and assistance in developing human resource plans.
  + Providing information and assistance to staff, supervisors and council on human resource and work relation issues.
  + Developing and implementing a human resources plan and personnel management policies and procedures.
  + Supervise cancellation logs.
  + Process employee travel ,medical insurance and visa and cancellation requests
  + Office administration.

**Position:**

Coordinate Continuing Education programs - Nov. 2008 to Sep. 2010.

Coordinate Continuing Education programs and serve as communication liaison at a specific campus location, and more responsibilities.

**Responsibilities:**

* + Provide all the information and details about the courses.
  + Receive and check the documents and data required for registration.
  + Student registration and provide the schedules and details.
  + Registration for TOEFL iBT exam
  + Inform the student about exams schedule and details.

**Education:**

* + Jul. 2007, Bachelor of Business Administration in Management.

Misr University for Science and Technology- 6th of October, Egypt

* + Jun. 2002, High School (Scientific).

Aisha Umm Al Mumineen Secondary School- Abu Dhabi, UAE

**Languages:**

* + Arabic: Mother tongue.
  + English: Fluent.

**Courses:**

* Human Recourses Management.
* Certified Management Accountant (CMA) Part 1 and 3.
* International Computer Driving License (ICDL).
* Customer Service Excellent.
* Customer Service.
* Team Building.
* Introduction to Quality.

**Computer Skills:**

* + Ms Office (Word, Excel … etc.).
  + Ms Windows (Win XP & Win 7).
  + Internet.
  + Typing (Arabic, English).

**General Skills**:

* + Maintain work and information security.
  + Can build a good relationship internally and externally.
  + Finding out problem issues and solving it.
  + Preparing reports
  + Good leadership skills.
  + Can easily learn the work conditions.
  + Have a good experience in teaching others and help them develop their skills.
  + Can work for a long period of time under harsh work conditions.