**First Name of Application CV No1625238**

Whatsapp Mobile: +971504753686



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**Personal Assistant**

Please accept this letter and my resume attached as application for the position of personal assistant and Admin Assistant at your company.

I am a highly motivated and organised professional with total 8 years experience as a PA and office administration.

In my Last Job as PA to the CEO of the E-tronic Company, I am accustomed to working in a high-pressure environment where accuracy and attention to detail are essential. I was responsible for Supported manager in performing management functions such as staffing, training, and attending to all of other administrative needs. This role requires a high degree of professionalism, maturity, loyalty, confidentiality and the ability to communicate effectively at all levels. I pride myself on my ability to deal with pressure and multi-task with a positive and flexible attitude.

A proactive team member who can also work independently, I always aim to go above and beyond my set duties to ensure the best systems are in place to allow the organisation to function as efficiently as possible.

I have enjoyed my work at E-tronic, but I’m now seeking to transfer my considerable skills and experience to the private sector. I would welcome the opportunity to make a valuable contribution to your team.

Thank you for considering my application, and I look forward to discussing my candidacy for the position with you further.

Yours sincerely

**Personal Assistant and Admin Assistant**

**- Profile**

Proactive and devoted office Manager and Personal assistant adept at collaborating closely with the manager/executive and assuming responsibilities of managing daily activities, directing operations and supervising staff in order to assist in actualizing firm’s aspirations, short term initiatives and long term goals and objectives.

**■ Areas of strength:**

* Sound knowledge of sales and marketing principles.
* Ability to manage multiple-tasks.
* Excellent written/verbal communication skills.
* Strong decision-making skills.
* Ability to lead a team.
* Excellent organizational skills.
* able to work under pressure.
* Flawless attention to detail.

**■ Objective Statement** – Looking for an office Manager and Personal Assistant position where I can help facilitate daily missions, execute various tasks, and act as a link between assigned senior manager and peers, partners, employees and subordinates.

**Work History**

E-tronic Company (SAMSUNG distributor) Egypt.

1st settlement, New Cairo        2008 till 12-2015

**Office Manager** - **Personal Assistant**

Served as an operations manager deputy; assisted in managing several operations.

***■ Key Functions:***

* Act as the primary point of contact to maintain effective communication between the CEO, internal departments and external parties.
* Supported manager in performing management functions such as staffing, training.
* Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
* Balancing office budgets.
* Responsible of the account of Vodafone (benefits).
* Organizing the office layout and maintaining supplies of stationery and equipment and make a plan for it.
* Responsible for the printing Material like (envelops – letter head – business card).
* Managing filing systems.
* Arranging meetings and appointments.
* Investigated and resolved customer's issues and complaints regarding operational matters
* Handled all queries and client feedback in a professional manner.
* Communicated with the support team and implemented the organization’s operational guidelines, standards and policies.
* Monitored and managed operational activities.
* Documented and prepared reports on management and information systems; presented to manager.
* Organizing the schedule of the CEO and following up any reports and presentations due.
* Briefing the CEO before any meeting, attending meetings with CEO, taking minutes of meeting and following up any decisions made.
* Problem solving, troubleshooting, and planning proactive procedures and systems to avoid problems in the first place.
* Arranging international travel and hotel reservation.
* Providing administrative and travel support to other members of the Executive team, when required
* Creating and managing highly confidential files and records
* Create schedules to ensure adequate and efficient staffing at all times.
* Report staff hours to the Payroll department and respond to inquiries.
* Facilitate clear communication between retail floor staff and office staff
* Provide expert advice to customers in all areas of the store.
* Proactively build and maintain customer relationships.
* Ensure that newly-received product is stocked in a timely manner.
* Motivate staff and maintain a positive work environment.
* Arrange and make a reservation for the most events which performed by the company for support the dealers.
* Plan long and short-term maintenance needs.
* Organizing the office layout and maintaining supplies of stationery and equipment and make a plan for it.
* Meet staff requirements, needs and resolve their problems, support to HR Department.

* **Education:**

- Graduated from AL-ALSUN Faculty Ain shams University department of Germany 2007(Egypt)

- Course of translation from Germany to Arabic and from Arabic to Germany in ǞDK (ǞGYPTISCH DEUTSCHES KULTURZENTRUM).

* **Computer skills:**

-MS-Word, MS-Excel and PowerPoint.

**Personal data:**

Date of birth: 12 Jan 1986

Nationality: Egypt

 Marital status: Married

 Gender: Female