**First Name of Application CV No 1637646**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

|  |  |
| --- | --- |
| Career Objective | Seeking challenging position in a promising organization where my working experience, educational background, and interpersonal skills may be applied and developed**.** |
| Education |   BA of Tourism and Hotels, Alexandria University, Egypt. Tourism Studies department 2006.  |
| Work Experience |  **SolarReserve Middle East, Dubai** **Executive Assistant.** **From September 2014 until Present** **Responsible of:*** Responsible for extensive diary management and travel arrangements for our CEO.
* Managing the day-to-day operations of the office.
* Meeting clients and guests with and during the CEO’s absence.
* Assisting in set up the new branch in Dubai and finish its paper work with different government entities.
* Handling pre-opening operation to the office (furniture- Décor-supplies-appliance-etc...)
* Planning and scheduling meetings and appointments
* Conducting researches as per assigned by the CEO.
* Preparing and editing correspondence, reports, and presentations
* Creating creative and professional work environment at our new Dubai office.
* Assisting in preparing Bids, RFQs & RFPs with our director.

 **Hamptons International – Emaar, Dubai.** **Executive Assistant** **From June 2012 till August 2014.** **Responsible of:*** Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases;
* Arranging international travel, hotel bookings, transfers and relevant visa for the Managing Director.
* Arranging couriers and responsible for all mail issues for the company
* Booking rooms and conference facilities;
* Liaising with staff in other departments and with external contacts.
* Ordering and maintaining stationery and equipment;
* Organizing and storing paperwork, documents and computer-based information;
* Arranging both in-house and external events.
* Coordinating with corporate services department in Emaar for the corporate events for the company and employees.

 **Premier British International School, Alexandria, Egypt.** **Executive Assistant**  **From July 2010 till May 2012.** **Responsible of:*** Assisting the principle and the school board in all day administration, handling dairy calendar and meeting agenda.
* Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
* Arranging couriers and responsible for all mail issues for the School
* Booking rooms and conference facilities.
* Liaising with staff in other departments and with external contacts.
* Participating in managing both in & out -house events.
* Communicating with MOE regarding inspection and new rules.
* Attending parents’ meeting with the principle.

 **OSN TV, Dubai Media City, UAE.** **Executive Assistant.** **From February 2007 March 2010** **Responsible of:** Welcoming & escorting clients and direct them to the right person.• Answer all incoming calls and handled caller’s inquiries• Provide office support services so as to make sure efficiency• Respond to guests and public inquiries• Receive, direct and pass on telephone fax messages• Direct the employees, guests and general public to the right staff member• Maintain a sufficient record of office supplies• Provide word-processing and clerical support• Pick up and deliver the mail• Maintain the common filing system and file all letters• Coordinate the repair and maintenance of office supplies• Provide administrative services for the Office Manager **The Ritz Carlton Hotel, Sharm EL Sheikh, Egypt.** **Administration assistant Food and Beverage department.** **(April 2005 – November 2006)*** Responsible of:
* Assisting the F& B Manager in all day administration, handling dairy calendar and travel booking.
* Prepares letters, reports, records and other related documents from rough drafts, corrected copy, or recorded media; proofreads completed materials and makes corrections.
* Gathers and compiles information as requested; prepares related reports or documents.
* Maintains departmental, personnel, and financial records.
* Inventories, orders, and maintains office supplies.
* Screens and distributes incoming correspondence.
* Composes routine letters and replies based on general instructions.
* Greets visitors and answers telephone; takes messages and replies to questions in accordance with general instructions.
* Schedules meetings and arranges appointments; makes travel reservations as requested.
* Utilizes office equipment including, but not limited to computer and related equipment, calculator, and duplicating equipment.
* May make work assignments and review the work of designated employees.
 |
| Courses | * Human Resources Management Course.
 |
| Other Skills  | * Expert of customer service standards and procedures.
* Expert of international and\or conference call telephone dialing procedures and protocols.
* Able to monitor and control team behavior.
* Excellent communications skills
 |
| Languages | * Arabic as mother tongue
* English, Fluent (spoken and written)
 |
| Personal Data | * Date of Birth : 06/03/1984
* Nationality : Egyptian
* Martial Status : Married
 |
|  |  |