**First Name of Application CV No 1637646**

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| 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 |
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