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|  **Raghda El Ghonimy** |
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| **Personal Information**  |

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|  | **Birth Date:** | 03/09/1985 |
|  | **Gender:** | Female |
|  | **Marital Status:** | Married |
|  | **Nationality:** | Egyptian |
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| **Career Objective arrow_subtitle** |

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| Seeking an opening in progressive organization that offers career growth, self-development and long term prospects and assurance of commitment, sincerity and diligence in work.  |
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| **Work Experience arrow_subtitle** |

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| **Jan 2014 - Recent:****Altorath Engineering Consultants****Secretary for Infra Department Director & Document Controller** **As a Secretary** **Duties:*** Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Arrange conferences, meetings, and travel reservations for office personnel.
* Complete forms in accordance with company procedures.
* Compose, type, and distribute meeting notes, routine correspondence, and reports.
* Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
* Locate and attach appropriate files to incoming correspondence requiring replies.
* Mail newsletters, promotional material, and other information.
* Maintain scheduling and event calendars.
* Make copies of correspondence and other printed material.
* Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
* Schedule and confirm appointments for clients, customers, or supervisors.
* Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
* Take dictation in shorthand or by machine, and transcribe information.
* Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
* Conduct searches to find needed information, using such sources as the Internet.
* Coordinate conferences and meetings.
* Establish work procedures and schedules, and keep track of the daily work of clerical staff.
* Learn to operate new office technologies as they are developed and implemented.
* Manage projects, and contribute to committee and team work.
* Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
* Order and dispense supplies.
* Prepare and mail checks.
* Provide services to customers, such as order placement and account information.
* Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
* Supervise other clerical staff, and provide training and orientation to new staff.
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

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| **As a Document Controller**  |

**Holding 2 Approvals from Abu Dhabi Municipality for the Position of Document Controller****Sep 2015 till date** **Document Controller**: **Consultancy Services for the Design & Supervision and Upgrade of Street Lighting Networks in Abu Dhabi Emirate project .****Jan 2014- August 2015** **Document Controller**: **Urgent Works & Maintenance for Services, Infrastructures and Accidents, (Abu Dhabi Island and Mainland) project.** **April 2014 –Feb 2015** **Document Controller**: **Land Filling and Reclamation Project.****August 2014 –Jan 2015** **Document Controller**: **Infrastructure and Municipal Assets services (Abu Dhabi Island and** **Main-land) project.****Jun 2015- Jan 2016** **Document Controller**: Consultancy Services for the Design Study, Evaluation and Supervision of Maintenance Rehabilitation Works for Internal Roads and Infrastructure (Mainland) project .**Duties:*** Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Generate the various document control reports as required.
* Typing of site documents, and follows up of all the site needs.
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
* Maintain updated records of all approved documents and drawings and their distribution clearly.
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability and maintain incoming and outgoing documents registers and manage a systematic filing and archiving of documentation to easy retrieval.
* Maintain the files and control logs as required by the project manager& save and archive files in an orderly and tidy.
* Preparing & typing Arabic and English letter in the desired format.
* Control outgoing and incoming fax, emails, letters, shop drawing, as built and material submittal.
* Organization of meeting &preparing meeting’s agenda &preparing and editing of minutes of meetings as per project manager advice and translate it into English written record of each meeting and then send soft copy of the record of each participant.
* Coordinating with all office and site staff to maintain information and document saving.
* Translate all the Payments & Material Submittals and Bank Grantees.

**Sep 2010 - August 2012:****Abu Dhabi Islamic Bank (ADIB)****Dispatching & filling clerk :Card Center /Main Branch** **Duties:*** Taking care about all the filling process.
* The issuance process for new cards.
* Renewal for the cards.
* Handel all the incoming and outgoing emails and documents.
* Handel the entire customer’s complains regarding to the cards.

**February 2008 - August 2010:****Barclays Bank- Egypt :****Customer Services & Seals Representative**: Gleem Branch –Alexandria. **Duties:*** Selling all the Bank Products ( TD-CD- Personal accounts – Letter of Credit & Letter of Grantee& Credit Cards and Personal Loans)
* Opining Accounts and Credit card
* Handling all the customers problems
* Achieving my target
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| **Computer Skills & Other Skills arrow_subtitle** |

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|  | * Computer skills (Microsoft Applications).Microsoft office (word, excel, access and PowerPoint).
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| **Languages arrow_subtitle** |

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| **Language** | **Level** |
| EnglishGerman  | very good ( writing and speaking **)** very good ( writing and speaking ) |
| Arabic | Mother Tongue |

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| **Education arrow_subtitle** |

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|  | * Bachelor of Arts, Faculty of AL-ALSUN, Ain Shams University, Cairo (2006). German Department.
* ICDL Certificate.
* German Translation courses from Goethe institute Cairo
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|  | **Job Seeker First Name / CV No: 1843434**[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)New_logo.gif |

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