Ghada

[Ghada.315869@2freemail.com](mailto:Ghada.315869@2freemail.com)

**CAREER OBJECTIVE:**

Seeking a challenging and dynamic career, where I can utilize my knowledge, skills and experience within a reputable organization in order to achieve desired results and attain professional growth toward aiming to help the company meet its objectives and to take part in my country’s progress.

**Degree:**

|  |
| --- |
| **Diploma with Distinction with Honors**  **Business Administration, 2006** |
| Higher Colleges of Technologies – Abu Dhabi |

**Employment History:**

|  |  |
| --- | --- |
| **Organization** | **Duration** |
| **United Nations Development Program UNDP**  **Job Title :** Executive Secretary for Executive Director  **Duties***:*   * Writing letters (Arabic+ English) * Answering telephone, relaying messages and greeting visitors. * Running office equipment (fax and photocopier). * Maintaining an updated department filing system to serve the needs of department members.(hard and soft copy filling) * Providing secretarial support to other department staff on a need basis. * Dealing with embassies for visas * Dealing with travel agencies for booking tickets, hotels and rent cars. * Taking appointment through phone. * Using internet. | 15/2/2000🡪31/3/2002 |
| **Department of Atmospheric Studies**  **Ministry of Presidential Affairs**  **Job Title :** Public Relations for Executive Director  **Duties*:***   * Providing secretarial support to other department staff on a need basis. * Operating personal computer to type routine correspondence and reports as well as to access email. * Writing letters (Arabic+ English). * Dealing with embassies for visas. * Dealing with travel agencies for booking tickets, hotels and rent cars. * Taking appointment through phone. * Using outlook. * Using internet and intranet. * Writing memo, Agenda, munities of meetings and PowerPoint presentation. * Create an archive system. * Internal event Preparation meeting and negotiate with restaurants and hotels suppliers. * Holding petty cash. * Organizing external events. * Assist employee for interview. * Running office equipment fax& photocopy machines. * Creating spreadsheets and databases. * Attending meetings. * Using Oracle software. | 1/4/2002🡪10/9/2007 |
| **Environment Agency**  **Job Title :** Senior Administrative Assistant for Executive Director & General Secretarial  **Duties*:***   * Writing letters (Arabic+ English). * Creating an Archiving document system throw sharefolder by supporting from IT. * Compiling information and formatting reports, graphs and tables using various software applications. * Operating personal computer to type and word process various documents; and accessing e-mail, electronic calendars and other basic office support software. * Preparing document by priority for signature in a special file. * Preparing and working for Al Maha & Hubaraa projects throw MS Projects. * Taking appointment through phone and e-mail. * Using outlook calendar for meeting request. * Using internet and intranet. | 11/9/2007🡪14/5/2008 |
| **Department of Municipal Affairs**  **Job Title :** Executive Secretary for Executive Director  **Duties*:***   * Providing secretarial support to department staff on a need basis. * Operating personal computer to type routine correspondence and reports as well as to access email and electronic calendars. * Writing letters (Arabic+ English). * Writing and translating circulars, announcements, tip of day and weekly audio and media refreshments, from Arabic to English vice versa. * Create templates and forms( memo, agenda, munities of meetings and PowerPoint presentation). * Writing memo, Agenda, munities of meetings and PowerPoint presentation. * Preparing a yearly statistic of stuff Emiratization using excel sheet. * Using office equipment (fax, photocopy, scanner and business cards scanner). * Creating an Archiving document system throw sharefolder between the sector and the department by supporting from IT. * Organizing internal events. * Preparing document by priority for signature in a special file. * Preparing and filling LPO forms throw oracle system. * Taking appointment through phone and e-mail. * Using outlook calendar for meeting request. * Using internet and intranet. * Holding an initiative by preparing special sharefolder, creating questioner Model and monitoring entities by weekly meetings. * Using Oracle software (different subjects). * Preparing documents hard and soft copy for the the Abu Dhabi Award for Excellence in Government preformance by searching info for the director and present it in propper and organized folder. * Decorating executive director’s office, chairman office, lobbies, cafeteria and meeting rooms. * Acting as an office manager for chairman office preparing all the work admin office, dealing with VIP and high level positions with other governments and visitors by phone calls and welcoming them in our office. | 15/5/2008🡪26/11/2013 |
| **SENAAT**  **Job Title :** Executive Administrative for CFO office  **Duties*:***   * Providing secretarial support to other department staff on a need basis. * Operating personal computer to type routine correspondence and reports as well as to access email and electronic calendars. * Writing letters (Arabic+ English). * Translate circulars from Arabic to English vice versa. * Creating an Archiving document system throw sharefolder by supporting from IT. * Preparing document by priority for signature in a special file. * Dealing with embassies for visas. * Taking appointment through phone and e-mail. * Using outlook calendar for meeting request. * Using internet and intranet. * Running office equipment fax& photocopy machines. * Filling forms (annual leave, training courses and internal and external mission trip). * Relaying messages and greeting visitors. * Organizing by weekly meetings with the subsidiaries. * Supporting and acting as an administrative to other department. * Decorating CFO office * Acting Executive Administrative for CEO office preparing all the work admin office, dealing with VIP and high level positions with other governments and visitors by phone calls and welcoming them in our office. * Creating an Archiving document system throw sharefolder between the sector and the department by supporting from IT. | 27/11/2013🡪 23/05/2014 |
| **AMMROC- MUBADALA (privet contract)**  **Job Title :** senior coordinator for Legal General Secretarial office  **Duties*:***   * Providing secretarial support to other department staff on a need basis. * Operating personal computer to type routine correspondence and reports as well as to access email and electronic calendars. * Writing letters (Arabic+ English). * Translate circulars from Arabic to English vice versa. * Creating an Archiving document system throw sharefolder by supporting from IT. * Preparing document by priority for signature in a special file. * Taking appointment through phone and e-mail. * Using outlook calendar for meeting request. * Using internet and intranet. * Running office equipment fax& photocopy machines. * Filling forms (annual leave, training courses and internal and external mission trip) throw oracle system. * Relaying messages and greeting VIPs and high level position from government sector and visitors by welcoming in our office, phone calls and emails. * Organizing by weekly meetings with sections department and taking munities of meeting and preparing for the agenda for the next meeting and follow up the subjects. * Creating an Archiving document system throw sharefolder between the sector and the department by supporting from IT. | 12/10/2014 🡪20/11/2014 |
| **ADNOC – (FERTIL & AL DHAFRA Petroleum)**  **Job Title :** Executive Office Administrator for CEO Office  **Duties*:***   * Providing Office Manager support to other department staff on a need basis. * Operating personal computer to type routine correspondence and reports as well as to access email and electronic calendars. * Writing letters (Arabic+ English). * Translate circulars from Arabic to English vice versa. * Creating an Archiving document system throw a sharefolder by supporting from IT. * Preparing document by priority for signature in a special file. * Taking appointment through phone and e-mail. * Writing memo, Agenda, munities of meetings and PowerPoint presentation. * Event Preparation meeting and negotiate with restaurants and hotels. * Holding petty cash. * Organizing events. * Assist employee for interview. * Running office equipment fax& photocopy machines. * Creating spreadsheets and databases. * Attending meetings. * Using Oracle software. * Using outlook calendar for meeting request. * Using internet and intranet. * Using photocopy and scanner for documents. * Filling forms (annual leave, training courses and internal and external mission trip,ext….) throw oracle system. * Relaying messages and greeting VIPs and high level position from government sector and visitors by welcoming in our office, phone calls and emails. * Organizing by weekly meetings with sections department and taking munities of meeting and preparing for the agenda for the next meeting and follow up the subjects. * Miscellaneous CEO office arrangement requirement internally with VIPs * Monthly report for internal & external Doc. * By monthly work report meeting with CEO * Member in a committee of the monthly newsletter * Member in a committee in designing company logo * Implementing all of the Forms and References * Implementing a spot of award certificate and appreciation letters. * Preparing and sorting yearly annual leave plan every 2 quarter * Sorting and updating organization structure every 4 quarter * CEO personal requirement ( schooling, visas, hotels and other family entertainment) * Daily to do list for CEO daily tasks. * Designing a specific CEO Office stamp * Training staff in admin job work | 23/11/2014 🡪29/09/2016 |

**Education, Qualifications & Trainings:**

|  |  |
| --- | --- |
| **Subject** | **Date** |
| Computer-Related Training Courses (Microsoft Windows, Microsoft Office, Printing Techniques ,Keyboarding English 35 wpm, Arabic 45 wpm) | 26-08-2000 |
| Practical Training at Commercial Information Section | 12-09-2000 |
| Work Passport Program | 12-11-2000 |
| Practical Training at United Nations Development Program | 01-03-2001 |
| International Computer Driving License | 09-03-2005 |
| British Council ( ILTS – Academic English course) | 03-07-2006 |
| The Basic Principles of Life | 27-01-2008 |
| Transformational Thinking Skills | 07-04-2009 |
| Techniques and methods of fire and first aid and evacuation | 22-04-2012 |
| French Certificate Language | 12-07-1998 |
| Office Management | 17-09-2015 |

**SKILLS**

|  |
| --- |
| * Proficient in Microsoft Office+ MS project * Typing Arabic and English * Communication * Research * Social Networking * Creating questioner Models * Creating forms and templates * Data Entry * Internet and Intranet Outlook * Solving problems * Working in group * Tidy and organize * Easy to deal with people * Taking responsibilities * Supporting and sharing knowledge |
| **Languages:**   |  |  |  | | --- | --- | --- | |  | **Written** | **Spoken** | | **Arabic** | Excellent | Excellent | | **English** | Excellent | Excellent | | **French** | Good | Very Good | |

**Contributions:**

|  |  |
| --- | --- |
| **Speaker at 1st Annual Global Entrepreneurship Conference 2010**  **Outstanding made in the process of implementation of the Cloud Seeding & Atmospheric Studies in the UAE**  **Speaker at Saadiyat Island Project**  **Speaker at Gujenhime Museum (Saadiyat Island Project)**  **Appreciation and gratitude in recognition of your hard work and excellent contribution in completing all your assigned tasks to support the Al Dhafra activities**  **In recognition of hard work and excellent contribution in upholding Al-Dhafra Petroleum Values** | **20/03/2004**  **20/02/2006**  **24/04/2006**  **08/07/2006**  **08/07/2015**  **18/11/2015** |

**Favorite Hobbies:**

|  |
| --- |
| Attending Periodic Musical & Poem Events |
| Writing Poetry |
| Arranging for Special Events |
| Learning Different Languages |
| Interior Designer |
| Jewelry Designer |