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| **Hanan Hassan EL Sayed – CV No 2009724**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

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|  | Hanan Hassan EL Sayed | |
| **Date of Birth:** | 11/11/1988 |
| **Nationality:** | Egyptian |
| **Marital Status:** | Married |

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| Career Objective http://www1.bayt.com/images/icons/arrow_tabtitle.gif |

An Exceedingly organized, skilled and qualified professional with 5 years diverse experience in providing legal assistance,

Possesses a vast wealth of knowledge, academic excellence and has a proven record of providing indispensable service and delivering positive outcomes to the firm in a timely manner.

I have extensive understanding, drafting & other administrative and secretarial duties. Constantly focused on absorb new situations and communicate clearly and effectively with both professionals and members of the public

Seeking a position in a company and in the field of accounts or administration. This will provide me with an excellent opportunity to establish a recognizable career in both personal and professional levels.

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| Work Experience http://www1.bayt.com/images/icons/arrow_tabtitle.gif |

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| Legal Assistant |
| TO PRESENT |
| * Sending the updates to the clients. * Handling The English translation of the cases. * Follow up the advertising regarding cases and court notifications with the newspaper. * Creating the fee agreements and Power of attorneys. * Handling the petty cash. * Well trained in CRM and Group office for leads and data management. * Opening new files on the system and preparation of client forms * Assisting lawyers and witnesses in Court. * Updating and maintaining client contact database. * Providing administration support to partners, managers and associates. * Managing correspondence and emails including mailbox management and hard/soft copy filing. |
| Al Obaidli and Al Zarooni Legal Consultants  Assistant General Manager |
| Jan 2013 to Jan 2015 |
| * Open and close files of the clients and make sure the cash is paid. * Create: Power of attorney, Fee agreement, Staff attendance , Customer complains , daily report that includes Revenues, expenses and net profit * Verifying the accuracy of invoices and other accounting documents or records. * Collection of professional fees, translation fees and other General Fees from the customer. * Customer filling. * Receive and send faxes, emails for "supply orders" "Complaints". * Follow up the decisions of issues and sent to clients last updates. |
| QA Technic  Business Development Sales Executive |
| Mar 2012 TO JAN 2013 |
| Topaz plast Co  Sales coordinator and customer service |
| Jan 2011 to Feb 2012 |
| * Customer filling * Coordinate interviews with clients to official sales inside and outside the company. * Receive and send faxes, emails for "supply orders" "Complaints". * Create: - Sample order, Sample Request, Quotation Request, Customer complains, and Performa Invoice. * Coordination between Sales Management and Department of Planning. * Follow-up monthly sales number "Monthly Target" and give early warning when a defect is contrary to achieve monthly sales number. * Follow all the purchase orders by finding out the balance of the store daily and permits the delivery of each sale is internal |
| In advertising & sales work under training |
| Henkel Company under training:  Unilever company work under training  P&G Company work |
| Aug 2007. – Nov 2010 |

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| Training & Certificationshttp://www1.bayt.com/images/icons/arrow_tabtitle.gif |

* English course (general, conversation) Held at RCSC (faculty of commerce Cairo University) in 2011.
* English course 6 levels from CTC Academy, Egypt in 2010.
* Completed level 4 of general English from I English institute, Dubai.
* International Computer Driving License (ICDL), Egypt in 2010.

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| Skills http://www1.bayt.com/images/icons/arrow_tabtitle.gif |

Soft Skills:

* Good Presentation Skills.
* Strong memory and fast in calculations.
* Fast to learn new technologies.
* Ability to work in a group or individually according to the job requirements
* Ambitious, self-motivated and Sociable.
* Able to work under pressure.

Computer Skills:

* Good command in windows operating system.
* Very Good command in (Word- Excel – Access - IT).
* ERP knowledge
* Good command in interne and research skills.

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| Education Reference http://www1.bayt.com/images/icons/arrow_tabtitle.gif |

* ****Faculty of Commerce, Cairo University, Graduated in 2011.
* El\_Sheikh zayed Experimental language school, Egypt. Graduated in 2006-2007**.**

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| Languages http://www1.bayt.com/images/icons/arrow_tabtitle.gif |

* **Arabic:** Mother Language**.**
* **English:** Very good in both spoken and written English

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