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**OLA**

[**OLA.335075@2freemail.com**](mailto:OLA.335075@2freemail.com)

**Executive Assistant/ Customer service**

***Objective***

* Seeking a challenging position within professional environment providing opportunity for growth and career advancement, where I can apply and develop my knowledge, skills and abilities to meet the company or client work expectation.
* ***Careers***
* **Office Manager ,Executive Secretary ,Document control ,Data Entry.**

***Personal information***

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| * **Nationality** | **: Egyptian** |
| * **Date of birth** | **: 01/08/1987** |
| * **Gender** * **Place of birth** * **Visa status** * **Driving Licence** | **: Female**  **: Kuwait**  **: Visit visa**  **: Available (Egyptian Licence)** |

***Qualification***

* **Faculty : CMI institute of Computer Science.**
* **University : Communication ministry.**
* **Graduation Year : May 2006 – Grade/Good**
* **Spoken Languages : Arabic: Mother language.**

**: English: Very Good. (Reading, Speaking & Writing)**

**Courses & Training**

* + **International Computer Driving Licence Course**
  + **Graphic Design Course**
  + **English Language courses**
  + [**International English Language Testing System**](https://en.wikipedia.org/wiki/International_English_Language_Testing_System)  **(ILETS)**

**Personal Skills:**

* + **Good organisation skills**
  + **Good time management skills**
  + **Confidence with IT and computer packages**
  + **Good ability to stay calm and tactful under pressure.**
  + **Able to Learn New ( Time Management, Communications , Computer & Language.. skills )**
  + **Ability to work with groups and manage heavy work load.**

***Work Experience***

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| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | * **Pervious job**  |  |  |  | | --- | --- | --- | | **From**  **Job title**  **Company**  **From**  **Job title**  **From** | **Nov 2016 to Jan 2017**  **Data entry and front office**  **AL wakeel limousine cars and (Uber & Careem)systems**  **April 2016 to Aug 2016**  **E marketing (clothes- shoes-Abaya)**  **Aug 2011 to Feb 2016** | | | **Job title** | **Data entry and recording of incoming and outgoing accounts** | | | **Company** | **Happiness Centre Elderly Care(Alexandria- Egypt)** | | |  | | |   **Main Duites & Responsibilites**   * + **Preparing correspondence, reports, and materials for publications and presentations.**   + **Setup travel arrangements.**   + **Writing all sorts of official letters in English and Arabic language addressed to the governmental and the private sectors.**   + **Performing all the general duties such as filling, emailing, photocopying and scanning.** |

* **Previous job**

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| **From** | **April 2009 to July 2011** |
| **Job title** | **customer service and Receptionist** |
| **Company** | **The GAP Hospital (Alexandria- Egypt)** |

**Main Duties & Responsibilities**

* + **Providing a complete telephone services by answering all the telephone calls**
  + **Replenishing stationary and arranging for efficient operation of CEO’s office equipment.**
  + **Managing reminders and following up by using Microsoft outlook**
  + **Establishing and maintaining Filling system and Records.**
* **Previous Job**

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| **From** | **Jul-2007 to Jan-2009** |
| **Job title** | **Administrative Assistant** |
| |  |  | | --- | --- | | **Description** | **Reporting to Technical office Manger** | | **Engineering Office ( Alexandria City)** |

**Main Duties & Responsibilities**

* + **Performing all the required forms by using (Word-Excel-PowerPoint-Access- Ms project).**
  + **Documentation registration and data input recording.**
  + **Writing letters & emails**
  + **Answering telephone calls and handle them in appropriate manner.**

**Computer Skills**

* **Ability to repair hardware problems.**
* **Problem solution of hard and software conflicts**
* **help with installation of new Hardware components**

**(CPU, RAM, Sound, graphic, network board, printer etc.)**