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**OLA**

**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**

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|  **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)**  |
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**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.**
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* **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**  |
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| **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.)**