##### Amany

Amany.336446@2freemail.com

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##### PROFESSIONAL SUMMARY

A highly motivated hard working administrative professional seeking a position in a challenging environment. Over 25 years experience successfully providing a high level of administration support to Financial & Legal Advisors at Director General Office. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. Enthusiastic team player with a strong work ethic.

#### KEY SKILLS

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| * Strong MS Office skills
 | * Diary & Email Management
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| * Preparation of correspondence, reports, presentations and legal documentation
 | * Coordinate business expenses and track payments
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| * Handling meeting agendas & minutes
 | * Arranging travel bookings and visas
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| * Translation
 | * Data management, filing and archiving
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| * Maintain relationships both internally and externally
 | * Screening phone calls, enquiries and requests
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#### EXPERIENCE

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| **Abu Dhabi Fund for Development, Abu Dhabi** | **Nov 1996 - May 2016** |

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| ***Executive Administrator to the Financial & Legal Advisors – Director General Office*** |

* Prepared, transcribed and distributed meeting agendas & minutes of the Board of Directors & Executive Committee meetings
* Prepared, typed and tracked changes of Loan Agreements, Memorandums of Understanding, and various contracts
* Coordinated with Operations Department and Disbursement Section for gathering the data to be incorporated in the Agreements
* Researched pertinent facts, data and other information from internal and external sources as requested by the Financial & Legal Advisors
* Organized and managed the diaries of the Advisors
* Prepared and initiated drafts of replies for review by the Advisors
* Arranged appointments and provided appropriate documentation
* Managed travel arrangements including flights, visas and hotels
* Maintained electronic filing and archiving
* Served as focal point for managing & organizing all the decrees pertaining to the appointment of Board of Directors, Executive Committee members as well as the Fund’s Law & its amendments
* Provided backup to the Director General’s Executive Assistant (duties included proofreading and/or reformatting documents for final signature by DG, making arrangements for visiting delegations & dignitaries and diary management)
* As ADFD operates Al Ain Farms for Livestock Production, I was involved in the process of preparing the share certificates, updating the shareholder records and sending them to the bank.

In addition to my duties, during the last two years I was a ***Member & Secretary of the Organizational Excellence Team*** in the Fund:

* Managed along with the team, to achieve a score of 361 in Abu Dhabi Award for Excellence in Government Performance
* Attended a specialized course in Organizational Excellence
* Prepared and formatted the award guide for internal excellence award
* Handled all the correspondence with the candidates beginning from their nomination till distributing the feedback report
* Prepared the launch of the internal award ceremony (handled internal & external correspondence and coordinated with General Services Section for gifts & catering)
* Actively participated in preparing the submission document for Abu Dhabi Award for Excellence in Government Performance focusing on the people and people results criteria
* Gathered & organized all required information and data from Human Resources
* Prepared all perceptions and performance indicators of the people results criterion according to ADAEP criteria
* Classified Employees satisfaction surveys using Likert scale to determine percentage of satisfaction
* Coordinated the mock up and field assessments
* Followed up with General Services Section regarding all required tenders and tracked payments
* Prepared, took minutes and distributed the team meetings
* Participated in various meetings and workshops
* Awarded for the efforts exerted for achieving a high score

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| **Abu Dhabi National Oil Company (ADNOC), Abu Dhabi** | **Oct 1992 - Jun 1996** |

***Secretary I to the Public Relations Division Manager***

* Self correspondence (English & Arabic)
* Prepared agendas, attended meetings & took minutes
* Prepared the contract of Adnoc & its group of companies participation in the exhibitions, as well as arranging for payments and filling the necessary forms required
* Prepared Work Service Orders for various suppliers and followed their payments
* Prepared programmes for visitors in coordination with the concerned Divisions/Directorates
* Followed up with the secretaries of the Division the pending matters and coordinated with them the replies to be sent from the Division.
* Prepared and kept a record of all the gifts available at the Division along with their distribution
* Prepared mailing lists for the distribution of annual report, Adnoc News & desk diaries
* Prepared & updated a list of VIP Personnel in government organizations
* Attended telephone calls & answered queries received from various organizations
* Filing
* Overall having a general idea of purchasing gifts, printing & hotels booking

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| **Arab Bank for Investment & Foreign Trade (ARBIFT), Abu Dhabi** | **Aug 1990 - Sept 1992** |

***Secretary to the International Finance Department Manager***

* Translation from English to Arabic
* Prepared vouchers
* Arranged meetings with companies asking for international loans
* Attended telephone calls

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| **Abu Dhabi National Insurance Company (ADNIC), Abu Dhabi** | **May 1990 - July 1990** |

***Executive Secretary to the Deputy General Manager***

* Self correspondence
* Arranged meetings
* Received & distributed mail to the company’s divisions & departments
* Attended telephone calls

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| **Technical Scientific Enterprises (TECHNI), Abu Dhabi,**  | **Feb 1990 - May 1990** |

***Secretary cum Receptionist***

* Received and distributed incoming mail
* English & Arabic typing
* Attended telephone calls

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| **Arab Development & Technology Company (ADATCO), Cairo, Egypt** | **Sept 1988 - Oct 1989** |

***Executive Secretary to the Middle East Manager***

##### EDUCATION

Mini MBA Certificate validated by Warnborough College UK – April 2013

BA of Languages, Ain Shams University, Cairo, Egypt - 1988

##### COURSES

List of attended courses can be provided upon request.

# PERSONAL

**Date of Birth:** 30August 1966 **Nationality:** Egyptian **Marital Status**: Married with two children

**REFERENCES**

Will be provided upon request.