# Amany

# Amany.338051@2freemail.com

# Personal Assistant/ Executive Assistant

# 20160309_222704-1 edited

**Personal Information:**

**Birth date :** 19 Mar, 1971

**Gender :** Female

**Marital Status:** Married – with one daughter

**Nationality :** Egyptian

**Residency :** United Arab of Emirates

**Education :**

* **Bachelor of Commerce - Business Administration**

Cairo University ( **1997)**

 - **High School Graduate** ( Lycee Al Horreya – French language school)

 Cairo – Egypt **(1989)**

**Career Objective:**

Accomplished Executive and Personal Assistant with almost 20 years of progressively responsible experience providing office support to Board Managers and Directors (within Middle East, Europe – Italy, and Gulf – UAE till present) .

Combine excellent organizational skills with hands-on technical knowledge, superior memory for details and a strong work ethic.
Self-starter with the ability to analyze business operations and recommend strategies to improve performance.

Maintain professionalism at all times and use discretion when handling confidential data.

Capable of handling a wide range of administrative functions and consistently producing top-quality work.

Proactive, "take-charge" professional with over a decade of success providing administrative tasks.

Work effectively in a fast-paced environment and consistently prioritize tasks and meet deadlines.

Excellent interpersonal skills, initiative, attention to detail, and follow-through skills.

**Work Experience :**

***General Trading FZE*** *Jan 2016– till present*

*Ajman – United Arab of Emirates*

*Assistant Manger to MD*

Providing advanced executive assistant and administrative duties to the MD responsibilities includes:

* Assisting in organizing , planning and implementing strategies.
* Supervise and motivate staff.
* Monitor operating costs , budgets .
* Drafting and preparation correspondences, memoranda, report, independently or based on brief notes
* Organizing meeting arrangements .
* Organizing and maintaining files and records ( Business & Personal ) .
* Receiving MD's phone calls and follow up till execution .
* for successful outcome.
* Drive occasional recruitment process.
* Secure adherence to company's policies and guidelines.
* Coordinates business travel to International and local destinations, booking flights, accommodation arranging itineraries as necessary, including research of destination country using internet.
* Reviewing and responding to mails, as authorized and appropriate.
* Handling all booking of Management Team ( Department Heads and Managers).

***Investment Group of Companies*** *July 2007 – November 2015*

*Dubai – United Arab of Emirates*

*PA to CEO & MD*

Providing advanced personal assistant and executive secretarial and administrative duties to the CEO & MD, responsibilities includes:

* Organizing and maintaining files and records ( Business & Personal ) .
* Receiving CEO & MD's phone calls and follow up till execution .
* Drafting and preparation correspondences, memoranda, report, independently or based on brief notes
* Organizing meeting arrangements for successful outcome.
* Coordinates business travel to International and local destinations, booking flights, accommodation arranging itineraries as necessary, including research of destination country using internet.
* Reviewing and responding to mails, as authorized and appropriate.
* Handling the Secretarial Department ( Total of 4 secretaries within the Group) .
* Handling Personnel files and data ( Department Heads & Managers) as of vacation balance, attendance.
* Handling all booking of Management Team ( Department Heads and Managers).

*Psychiatric Health Resort (Prof. A. Okasha) February 2006 – 1st. July 2007*

*Cairo - Egypt*

*Executive Assistant*

Providing advanced secretarial and administrative duties to Prof. Okasha , Responsibilities includes:

* Organizing and maintaining files and records.
* General day-to-day office administration - filing, photocopying, maintaining passwords, stationery supplies.
* Drafting and preparation correspondences, memoranda, report, independently or based on brief notes
* Organizing meeting arrangements for successful outcome.
* Preparation of Scientific presentations and abstracts for scientific congress to attend.
* Coordinates business travel to International and local destinations, booking flights, accommodation arranging itineraries as necessary, including research of destination country using internet.
* Reviewing and responding to mails, as authorized and appropriate.
* Providing back – up support /coverage for Secretarial colleagues.

*Arab Radio & Television (ART) November 1998 – March 2005*

*Avezzano – Italy*

*Office Manager- Executive Secretary – PA*

Performing advanced, diversified and confidential secretarial and administrative duties to The Managing Director, Responsibilities includes:

* Dealing with incoming calls, directing or handle if acknowledged on subject under discussion.
* Organizing and maintaining files and records.
* General day-to-day office administration - filing, photocopying, maintaining passwords, stationery supplies.
* Drafting and preparation correspondences, memoranda, report, independently or based on brief notes
* Scheduling of appointments, handling logistics of meeting and travel itineraries coordinating of related arrangements.
* Attend senior management meetings, takes and transcribes notes then distribute minutes after editing.
* Organizing meeting and presentation arrangements for successful outcome.
* Coordinates business travel to International and local destinations, booking flights, accommodation arranging itineraries as necessary, including research of destination country using internet.
* Supporting visitors to the Broadcast Centre.
* Develop summary reports of pending, completed, or canceled tasks.
* Reviewing and responding to mails, as authorized and appropriate.
* Providing back – up support /coverage for Secretarial colleagues.

*SAAD EL DIN CO. FOR trading & agencies June 1995 - November 1998*

 *Cairo – Egypt*

*Executive Secretary –PA*

Providing comprehensive assistance and secretarial support to the Chairman, responsibilities included:

* Diary management including, organizing internal and external meetings, co-ordinate room bookings
* Meet and greet visitors.
* Print day diary and update diary board and collation of meeting papers
* Book travel and organize travel itineraries
* Sort and distribute post
* Type business correspondence i.e. accept / decline invitations, thank you and leaver letters
* Maintain electronic and manual filing system
* Maintain contacts database
* General secretarial support duties (i.e. photocopying, shredding, faxing, maintaining distribution lists etc.)

**Skills**:

* **English, French, Italian, Arabic Expert**
* **Computer skills MS Windows**

**and MS Office (word, excel and power point). Expert**

* **Ability to work independently. Expert**
* **Office management skills Expert**
* **Telephone and communication skills Expert**
* **Administrative duties, travel arrangements Expert**
* **Knowledge of Modern Office methods Expert**
* **Typing & Editing correspondences Expert**

**Languages:**

* **Arabic mother tongue**
* **English Expert**
* **French Intermediate**
* **Italian Intermediate**

**Competences:**

**Problem Solving**: Identify and resolve problems in a timely manner; Gather and analyzes information skillfully put alternatives.

**Oral communication**: Speak clearly and persuasively in positive or negative situations; listen and get clarification, respond well to questions.

**Written comm.**: Writes clearly and informatively; Edits work for spelling and grammar; varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Change management:** Develop workable implementation plans; communicate changes effectively

**Delegation**: Delegate work assignments; Matches the responsibility to the person; Set expectations and monitor delegated activities.

**Managing people:** Include staff in planning, decision-making, facilitating and process improvement; Make self available to staff; Provides regular performance feedback; Develop subordinates' skills and

Encourage growth; Improve processes.

**Quality Management:** Look for ways to improve; demonstrate accuracy and thoroughness.

**Strategic thinking;**  Develop strategies to achieve organizational goals; adapt strategy to changing conditions

**Judgment**: Display willingness to make decisions; Exhibits sound and accurate judgment; Support and Explain reasoning for decisions; Include appropriate people in decision-making process; Make timely decisions.

**Planning:** Prioritize and plan work activities; Use time efficiently; Organize or schedule other people and their tasks.

**Professionalism**: Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; follows through on commitments.

**Quantity**: Seek increased responsibilities; Take independent action

**Security**; Observe safety and security procedures; Use equipment and materials properly.

**Adaptability**: Adapt to changes in the work environment; Manage competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality**: Consistently at work and on time

**Dependability**: Follow instructions, respond to management direction; Take responsibility for own actions; Keep commitments.

**Initiative**: Meet productivity standards; Complete work in timely manner; Strive to increase productivity; Work quickly.

**Target jobs:**

**Country: UAE**

**Status:** Permanent

**Category:** Administrative / Managerial /Secretarial