

Heba

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| Key Qualifications  Over 18 years of experience in all aspects and in a number of capacities, ranging from an **Office Manager**, an **Executive Assistant**, a **PR & Events Arranger**, an **Administration Manager**, **and a Process Implementer**. |

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| Education And Qualifications: | | | | | | |  |
|  | | 1. Ain Shams University, Faculty of Commerce – Accounting Section 2. Saint Joseph Language School (Primary to Secondary School) | | | | | |
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| Work Experience: | | | | | |  | |
| March 2010  **Till Present** |  | | Abu Dhabi Company– Executive Director   * + Arranging appointments and maintaining the Executive Director calendar and e-mail.   + Preparing presentations and official documents.   + Arranging the Executive Director abroad and internal trips.   + Maintaining company website.   + Arranging for company’s events.   + Schedule on behalf of the Executive Director meetings between him and his direct reports and the committees.   + Filter general information, queries, phone calls and invitations to the Executive Director by redirecting or taking forward such contact as appropriate.   + Keep and maintain an accurate record of papers and electronic correspondence on behalf of the Executive Director.   + Minute general meetings as required and complete research on behalf of the Executive Director.   + Ensure guests meeting with the Executive Director are well taken care of.   + Provide a service that is in line with the Executive Director work habits and preferences. | | | | |
| May 2009  **March 2010** |  | | Sorouh Real Estate  **Executive Assistant to COO**   * + Arranging appointments and maintaining the COO calendar.   + Preparing presentations and official documents.   + Maintaining the COO filing.   + Arranging the COO abroad and internal trips (booking tickets, hotel reservation)   + Being the interface between the COO and the Operations division   + Preparing presentation.   + Following up on contracts and variations to be signed and processed.   + Maintaining the internal intranet for the developments.   **Administrative Functions (Filing, Database Maintenance, etc…)** | | | | |
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| May 2008  **May 2009** | | | |  | Noor Islamic Bank  **Executive Assistant to CEO – Abu Dhabi**   * + Arranging appointments and maintaining the CEO calendar.   + Preparing presentations and official documents.   + Maintaining the CEO filing.   + Arranging the CEO abroad and internal trips (booking tickets, hotel reservation, abroad transportation, … etc)   + Following up and monitoring the CEO bills, payments, expenses, etc…   + Arranging for entertaining events for the Abu Dhabi staff.   + Following up on the AUH HQ project completion – following up with the concerned contractors for finalizing all the HQ requirements –.   + Managing the AUH HQ admin requirements.   + Assisting the Head of Corporate in all admin related work.   **Administrative Functions (Filing, Database Maintenance, etc…)** | | |
| June 2006  May 2008 | | | |  | Abu Dhabi Retirement Pensions and Benefits Fund  Personal Assistant to the Chief Investment Officer (CIO)   * + Assisting the CIO to perform his function better and in the most effective manner.   + Arranging appointments and maintaining the CIO calendar.   + Shielding the CIO from mundane tasks and functions, and helping him to run a smoother and more efficient department.   + Preparing the Investment Committee Meetings' materials (memos, l sheets, presentations, … etc)   + Contacting the Investment Committee members and coordinating the Investment Department related issues.   + Attending Investment Committee and taking minutes of meeting.   + Acting as the CIO interface to the rest of the team and filling for him when required.   + Maintaining the Investment Department filing system (Hard and soft)   + Maintaining the CIO personal files.   + Contacting the Fund's Investment Managers and following up on our monthly reports.   + Arranging the CIO abroad and internal trips (booking tickets, hotel reservation, abroad transportation, … etc)   + Receiving and distributing the Investment department mail.   Administrative Functions (Filing, Database Maintenance, etc…) | | |
| October 2005  June 2006 | | | |  | The National Investor (Investment Industry)  Personal assistant to the Managing Director   * + Assisting the Managing Director to perform his function better and in the most effective manner.   + Arranging appointments and maintaining the Managing Director’s calendar.   + Shielding the Managing Director from mundane tasks and functions and helping him to run a smoother and more efficient organization.   + Following up and monitoring the Managing Director bills, payments, expenses, etc…   + Attending sessions, meetings, conferences, etc… on his behalf   + Acting as the Managing Director’s interface to the rest of the team and filling for him when required.   + Interprets and applies laws, rules and regulations applicable to the organization.   Administrative Functions (Filing, Database Maintenance, etc…) | | |
| Dece­mber 2002  June 2005 | | | |  | EnCubE *(Business Consultancy & Project Management Industry)*  Executive Assistant to the CEO  **Duties Included The Following:**   1. **Marketing and Business Development Functions**    * Events arrangement **(e.g. GITEX-Dubai, Cairo ICT, …)**, manages on-site staff, establishes relationships with preferred vendors, coordinates events registration and promotional advertising, … etc.    * Assist in writing proposals    * Being involved in selective new business evaluation sessions with CEO    * Coordinates involvement in community organizations and events    * Read Business Plans and submitted ideas and provide feedback when required 2. **Analysis and Administration Functions**    * Interprets and applies laws, rules and regulations applicable to the organization. | | |
|  | | | |  | Development of financial model sales scoreboard and it's associated management reports.   1. **Personnel and HR Functions**    * Create and maintain the person by person file owned by the CEO    * Arrange periodical staff meetings, events, sharing sessions, etc…    * Coordination and preparation of operating reports such as attendance records, termination, new hires, budget expenditures & statistical records of performance data. 2. **Personal CEO related tasks**    * Assisting the CEO to perform his function better and in the most effective manner.    * Shielding the CEO from mundane tasks and functions and helping him to run a smoother and more efficient organization.    * Following up and monitoring the CEO's bills, payments, expenses, etc…    * Being involved in his other investments outside EnCubE (BrandMark, TechnoGroup, etc…)    * Attending sessions, meetings, conferences, etc… on his behalf    * Acting as the CEO's interface to the rest of the team and filling for him when required 3. **Office Management Functions**    * Administrative Functions | | |
| June 1999  November 2002 | | | |  | Hyundai Engineering and Construction Co., Ltd. (Four Seasons – Nile Plaza Project) *(Construction Industry)*  Executive Secretary to the Project Manager  **Duties Include The Following:**   1. Reads and routes incoming mail, locate and attaches appropriate file to correspondence to be answered by the Project Manager. 2. Composes and type routine correspondences 3. Answers and screens the Project Manager's telephone calls and arranges for conference calls. 4. Coordinates the Project Manager's schedule and makes appointments, greets scheduled visitors and conducts to appropriate area. 5. Arrange and coordinate for hotel reservation and airport’s reception 6. Orders and arrange for office supplies and equipments. 7. Administration activities including personnel and office requirements 8. Accounting works on excel 9. Public relation organization 10. Being involved in all aspects of running the business, the observation of the internal discipline, the management of overtime – vacations … etc. | | |
| June 1997  June 1999 | | | |  | Engineering Center for Energy & Industry (Siemens for Power Stations Construction Agency) *(Power Stations Constructing Industry)*  Executive Secretary  Duties Included The Following:   1. Arranging appointments 2. Filling 3. Preparing for hotel reservation and airport’s reception 4. Tendering activities 5. Following-up tenders & projects in newspaper 6. Collecting information regarding market trends concerning power stations projects and major projects in the electricity industry 7. Being involved in all aspects of running the business, the observation of the internal discipline, the management of overtime – vacations … etc. 8. Administration activities including personnel and office requirements 9. Booking airplane tickets 10. Accounting works on excel 11. Public relation organization 12. Accounting (Purchase, expenses follow-up and budget control) | | |
| 1995 - 1997 | | | |  | Computer System & Technology (CS&T)  Training as Secretary during summer  **Duties Included The Following:**   1. Typing letters & faxes 2. Operating office equipment (Telephone, fax, photocopier, …etc) 3. Promoting the company’s products & Dealing with clients | | |
| Languages: | | | |  | 1. **English -** Excellent Written & Spoken 2. **Arabic -** Mother tongue 3. **French -** Fair | | |
| Computer skills: | | | |  | 1. WinWord 2. Excel 3. Power Point 4. MS Project 5. MS Word 6. Word Processing 7. Internet 8. Visio | | |
| Interests: | | | |  | 1. Intellectual development 2. Computer skills development 3. Languages development 4. Sports (basketball) 5. Reading (Business and Leadership related) | | |
| Personal Details: | | | |  | 1. Date of birth : 6 March 1976 2. Nationality : Egyptian 3. Marital status : Married - 2 Kids 4. Religion : Christian | | |
| References: | | | |  | 1. To be provided upon request | | |