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**Neven**

[**Neven.359506@2freemail.com**](mailto:Neven.359506@2freemail.com)

**CAREEROBJECTIVE:**

I am looking forward for challenging opportunity in a multinational organization to be able to express all my qualifications & administration skills in a teamwork atmosphere and developing open communication using my administrative and programming skills gained over the years to the full extends for development, thereby contributing to the overall growth and profitability of the organization as well attaining self-growth in career.

## Work Experience in Dubai arrow_tabtitle

**Greencoast Enterprises**

## Secretary of chairman cum assistant to Legal consultant on 2016

* Receiving and processing of all incoming and outgoing mail.
* Daily report to management.
* Maintain contact and coronation with legal department.
* Filling all legal files on system and physical files.
* Updating all licenses and commercial agencies.
* Arrange to all meeting to the legal consultant.
* Document controller of all legal files
* Coordination with the company's representative office in Egypt.

**Galadari trucks and heavy equipment**

## Receptionist Cum Secretary of G.M on 2015

* Receive, direct and relay telephone messages and fax messages
* Assist in the planning and preparation of meetings, conferences and conference telephone calls
* Respond to public inquiries
* Responding and follow-up all inbox mail
* Answer all incoming calls and handle caller’s inquiries
* Re-direct calls as appropriate and take adequate messages when required
* Greet, assist and/or direct visitors and the general public
* Liaising with other departments in ensuring that services are been rendered satisfactorily and on time to meet customer's expectation
* Ensured daily update and reconciliation with final accounts
* Ensuring all other customer's needs and enquires are attended to satisfactorily
* Preparation all LPOs and enter all data on system along with following up with finance department to receive the invoice
* Charge of delivery all issued checks to customers

**Work Experience in Egypt** arrow_tabtitle

**Ministry of Finance** 2006 – Present - Egypt

## Researcher

* Receive client complaints and request
* Study request and complaints and address it to the designated authority to take further action
* Keep track record of every complaint in proper filling system
* Follow up every case with the authority and send feedback to clients
* Create monthly report of complaints and requests summary and update date accordingly.
* Create year to date and yearly report on achievement Vs actual number of case

**Olivetti company** 2005 – 2006

## Secretary cum Telesales

* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
* Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
* Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
* Maintains customer confidence and protects operations by keeping information confidential.
* Provides historical reference by utilizing filing and retrieval systems.
* Identify opportunities, produce leads and book appointments for the sales force with the emphasis on high quality leads.
* Proactively follow up leads generated from canvassing by the account managers.
* Use of initiative to identify and follow up opportunities with companies who are not already on the database
* Manage the database to a high degree of accuracy to ensure targeted marketing activity can take place to generate new business

## Skills arrow_tabtitle

* Self-motivated with ability to drive business &decision maker
* Assertive, Honest, Reliable and organized
* Detail oriented with the ability to plan and execute job tasks independently and on time
* Ability to demonstrate a history of meeting or exceeding targets
* Excellent communication skills across all cultures
* Analytical problem solving skills, and interpersonal
* Web and Print displays Content Development
* Corporate Communications
* Client relations
* Public and Media relations
* The ability to work analysis in under pressure Conditions and to deadlines.
* Team management
* Sales Collateral and Support

## Languages arrow_tabtitle

**Arabic** Mother Tongue

**English** fluent speaking and writing

## Education and training arrow_tabtitle

* **FACULTY OF Commerce** May 2004

Ain Shams, Egypt

**Degree:** Bachelors - B.Sc. of Commerce – Pass Grade

## Personal Information:

|  |  |  |
| --- | --- | --- |
|    | **Material Status**  **Nationality** | Single  Egyptian |
|    | **Religion**  **Passport** | Christian  Egypt |
|  | **Visa Type** | Employment |

## COMPUTER SKILLS:

* Adobe Photo-shop
* MS Office (Word, Excel, PowerPoint)
* Internet

**Driving license**: valid till 2026

## INTERESTS:

* Office working
* Meeting new people everyday
* Reading ,Music and Sport

## Target Job:

**Job Type:** Employee

**Job Status:** Full Time

**Location:** All Countries

**Category:** Accounting and Administration

## Target Company:

**Company Size:** Large

**Description:** I would like to join a large or multinational, well organize company

**Notice Period:** 2 week

Finished upon request