**Naglaa**

**Naglaa.365642@2freemail.com**

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| **Work Experience** |

**Calder Group Dubai From:** 1/07/2013 **To: up till now**

**Job Title**: **MD Personal Assistant** **(3 years)**

-Manage and maintain the MD’s diary and email account.

-Filter emails highlight urgent correspondence and print attachments. Respond to emails as much as possible, dealing with appointments, requiring Bio or photos etc.

**-** Ensure busy diary commitments, papers and travel arrangements are managed effectively including producing a daily folder with diary, necessary papers etc. and troubleshooting problems.

**-** Conduct weekly diary meetings with the MD to discuss upcoming engagements, invitations and other requests.

**-** Coordinate travel and accommodation requirements about others and ensure arrangements in place for the MD match his requirements.

**-** Ensure the MD is fully briefed on, or prepared for, any engagements he is involved in. Keep and maintain an accurate record of papers and electronic correspondence on behalf of the MD.

**-**Prepare correspondence on behalf of the MD, including the drafting of general replies.

- Minute general meetings as required and complete research on behalf of the MD.

**National Travel Service From:** 30/8/2005 **To:** 10/10/2012

**Assumed several responsibilities (6years)**

**Job Title: Purchasing Manager**

-providing different offers for each product and select the best offer regarding:

1. Price b) Quality c) Duration of delivery

-Issuing Statistical studies for all expenses, the way of its usage Job.

**-** Maintain records of goods ordered and received.

**-** Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.

**-** Prepare and process requisitions and purchase orders for supplies and equipment.
**-** Control purchasing department budgets

**Job Title:**  **HR Manager (5 years)**  **From:** 2/5/2005 **To:** 30/08/2005

-Coordinated management training in interviewing, hiring, terminations, promotions,

performance review.

- Advises management in appropriate resolution of employee relations issues.

- Administers performance review program to ensure effectiveness, compliance and equity within organization.

-Plans and conducts new employee orientation to foster positive attitude toward company goals.

- Recruits, interviews, tests, and selects employees to fill vacant position.

**M.B.C for Import**

**Job Title**: **Office Manager (1 year)** **From**: 1/1/1999  **To**: 30/4/2000

1-Following correspondence

-Transferring telephones calls

-Receiving, Forwarding incoming faxes and e-mails.

-Forwarding and preparing outgoing faxes and e-mails

-Taking, Rearranging and canceling appointments

- Follow up pending points – internal and external

**Raa Sport for Import & Export**

**Job Title:** **Executive Secretary From**: 1/8/1995 **To**: 30/10/1998

-Following correspondence

- Transferring telephones calls

-Receiving, Forwarding incoming faxes and e-mails.

-Forwarding and preparing outgoing faxes and e-mails

-Follow up pending points – internal and external

-Assists office staff in maintaining files and databases

-Prepares reports, presentations, memorandums, proposals and correspondence.

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| **Personal Data** |

Date of birth:19/2/1975

Nationality: Egyptian

Driving license: UAE driving license valid till 2023

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| **Skills and Education** |

**Graduate degree**: Faculty of Arts- French Department -Cairo University- 1995

**Computer Skills**:

Office (WinWord, Excel, Power Point)

Internet.

 **Languages**

Arabic: Mother tongue

English: Very good Command of spoken and written

French: Very good Command of spoken and written

**Courses:**

French Courses at the Centre Culturelle Francaise.

Iso 9001 Internal Auditor Training Course.

Business Etiquette of professional Secretaries

**References:**

Furnished upon request

Back to Message

- Duration of delivery

2. Issuing Statistical studies for all expenses, the way of its usage.

* Job Title: HR Manager (5 Years)

Employer: National Travel Service

From: 2/5/2000

To: 10/10/2011

1. Coordinates management training in interviewing, hiring, terminations, promotions,

performance review, safety, and sexual harassment.

2. Advises management in appropriate resolution of employee relations issues.

Taking, Rearranging and canceling appointments

Follow up pending points – internal and external

Job Title: