**Haithem**

▌Date of Birth: 01/09/1986 ▌Nationality: Egyptian

▌E-mail: [haithem.373749@2freemail.com](mailto:haithem.373749@2freemail.com)

**Career Objective**:

Administrative professional eager to leverage more than five years of experience and office management certification to secure managerial position. Highly organized, efficient and skilled in a variety of administrative support tasks.

**Employment History:**

1. **Administrative Officer** at Agricultural Administration (Government Sector) Menia city, Egypt Job Role [Government & Administration] January 2012 to April 2017

▌Positions Held:

1. **Survey Unit Officer.**  February 2014 to April 2017
2. **Statistics Department Officer.** January 2012 to February 2014

▌Tasks Included:

● Collecting, revising and correcting data. ● Matching data with regulatory legislations and laws.

● Accrediting data and documents. ● Preparing reports.

● Answering Ministry inquiries. ● Interpreting and analysing data.

● Office management. ● Attending Seminars.

▌Achievements:

● Built documents archive system which helped in easy and fast data recalling.

● Innovated new calculation computerized equation that led to less time and effort in processing data.

● Participated in building database including data from 2011 till 2017 using Microsoft Access & Excel programs.

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1. **Executive Assistant** at Al-Abeer Manpower Agency Paco, Manila, Philippines

Job Role [HR & Management] Jan 2011 : Dec 2011

▌Tasks Included:

● Translating documents (Arabic to English and vice versa).

● Building applicant recourses. ● Headhunting and evaluating applicants.

● Screening applicants and matching them with employers' requirements.

● Following up deployment procedures (Applicants' medical tests, trainings, visa issuance, contract signing, airplane reservations and destination arrival).

● Following up with applicants complains to solve it and limit its development.

▌Achievements:

● Recruited over than 100 domestic helpers and 50 skilled male workers to Saudi Arabia.

● Engaged with 20 deployments complains and driven them into settlement.

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1. **Data Entry Clerk** at Minia University Menia City, Egypt

Job Role [IT & Secretarial] Apr 2009 : Dec 2010

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1. **Pharmacist Assistant** at Islam Mostafa's Pharmacy Sawada Village, Menia, Egypt

Job Role [Sales & Customer Service] June 2004 : December 2007

**Educational Qualification:**

Bachelor degree in Agricultural Sciences Menia City, Egypt

Minia University Graduated: June 2007

►Awarded top 20 of my class

▌Courses Related:

● Economics ● Society ● Mathematics ● English Language ● Computer

● Survey & Irrigation ● Statistics & Exp. Design ● Marketing.

**Certificates:**

● International English Language Testing System [IELTS](G.T General Training) certificate from British Council in Aug. 2014 Cairo, Egypt (6.0 overall score).

● New Employees in-service training at the Directorate of Regulations and Management in March, 2013 Menia city, Egypt.

**Professional Development:**

● Introduction to Data Science course at Alison.com April 2017.

● Microsoft Access 2016 Master Class Beginner to Advanced Udemy.com May 2017.

● Microsoft Excel 2016 Master Class Beginner to Advanced Udemy.com June 2017.

**Professional Skills**:

● MS Office (Word-Excel-Access-Outlook) ● Office Management ● Database Administration

● Official Communication Protocols. ● Statistical analysis ● Mathematical skills.

● Communication Skills ● Body Language Skills ● Problem Solving. ● Emphasizing Excellence

● Multi-Tasking ● Interactive Communication ● Organization & Coordination ● Independence

**Personal Skills & Values:**

● Commitment & Reliability ● Respect & Team work ● Sincerity ● IT basics ● Observation ● Attention to details ● Perfectionism ● Innovation ● Interpersonal skills.