**Dear Sir/Madame,**

I am writing to express my interest in the available vacancy and have enclosed my resume for your consideration.

This is a great opportunity to stretch my capabilities, having a good career path and expanding my professional horizons by seeking new Challenges.

My objective is to establish a time when we can meet to discuss how my Experience, professionalism and enthusiasm will add value to your operation. Thank you for your consideration. I look forward to speaking to you soon.

##### Education

 2001-2005: Ain Shams University in Cairo, Egypt

 **Bachelor of Arts**, Civilization of Europe

 **Graduation Date:** June 2005

**Extracurricular Activities**

December 2007- Present: **Initiative Media (Office Manager)**

My role as an Office manager is to organize and supervise all of the administrative activities that facilitate the smooth running of an office, carrying out a range of administrative and related tasks and overseeing the office work of numerous staff.

* Conducting all types of organizational work including computer works, mailing, faxing, handling phone calls, organizing meetings & outdoor celebrations.
* Handling all travelling in and out including booking hotels, ticketing and issuing visas.
* Setting the Chairman's daily agenda and handling his phone calls.
* Liaising and providing assistance to the Operations Department whenever needed.
* Using a range of office software, including email, spreadsheets and databases and managing filing systems.
* Developing administrative systems, such as record management; recording office expenditure and managing the budget.
* Organizing the office layout and maintaining supplies of stationery and equipment.
* Maintaining the condition of the office and arranging for necessary repairs.
* Ensuring adequate staff levels to cover for absences and peaks in workload.
* Responding to customer enquiries and complaints.
* Attending conferences and training.

January 2006 - November 2007: **Middle East Tours (Secretary)**

* using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents, and maintain presentations, spreadsheets and databases;
* Devising and maintaining office systems.
* Booking rooms and conference facilities.
* Arranging meetings, taking minutes and keeping notes;
* Invoicing;
* liaising with staff in other departments and with external contacts;
* Ordering and maintaining stationery and equipment supplies;
* Using shorthand and audio tapes or copy typing to produce letters, correspondence and documents;
* Arranging travel and accommodation;
* Organizing and storing paperwork, documents and computer-based information.

**Other duties included:**

* recruiting, training and supervising junior staff, and delegating work as required;
* Travelling with the team or manager to take notes at meetings, take dictation and provide general assistance with presentations;
* Arranging both in-house and external events.

January 2005 - December 2005: **Bella Napoli Company (Secretary)**

**Customer Service**

* Listen to customers clarify their needs.
* Responding to face to face & telephone inquiries from the public and our clients.
* Following up on pending matters.
* Providing Customer support.

**Secretary**

* Handling office expenses petty cash fund
* Answering telephone calls
* Deliver information and transfer it to relevant staff member.

**Marketing**

* Business development and training
* Project management.

**Computer Skills**

 ICDL syllabus version (4):

\* Excel \* Word

\* PowerPoint \* Access

\* Outlook \* Internet

\* Windows.

**Language Skills**

* Excellent command of both spoken and written Arabic (Mother Tongue)
* Good command of spoken and written English

**Interpersonal Skills**

* Ability to work under pressure.
* Good at team working.
* Hard worker.
* Efficient.
* Able to multitask, with good time management skills.
* Good writing skills
* Good at problem-solving
* Confident project management
* Confident with IT and the basic office software packages (Word, Excel, PowerPoint etc)
* Show good initiative

**Personal Data**

Date of Birth : 16.1.1983

Nationality : Egyptian

Marital Status : Single

 **505374 First Name of Application CV No:**

Whatsapp Mobile: +971504753686

