**Nariman**

**Email:** nariman.369282@2freemail.com

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**Professional**

**Profile**

A graduate of Bachelor Degree in commerce from (Cairo University), I have worked in the past 10 years in the accountant field, Administration field and Customer service and I have gained valuable experience in all.

A high motivated team player with strong organisational skill, with proven track record in the identification and maximization of business opportunities, able to work under pressure.

**Qualifications / Education**

2001: Bachelor Degree in commerce (Cairo University)

**Career History**

Saudi Research and Marketing Group "*University Bookshop LLC*"

**October 2014 till Now**

**Job Title : Office Manager**

* assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
* allocate available resources to enable successful task performance
* co-ordinate office staff activities to ensure maximum efficiency
* evaluate and manage staff performance
* recruit and select office staff
* organize orientation and training of new staff members
* coach, mentor and discipline office staff
* design and implement filing systems
* ensure filing systems are maintained and current
* establish and monitor procedures for record keeping
* ensure security, integrity and confidentiality of data
* design and implement office policies and procedures
* oversee adherence to office policies and procedures
* analyse and monitor internal processes
* implement procedural and policy changes to improve operational efficiency
* prepare operational reports and schedules to ensure efficiency
* co-ordinate schedules, appointments and bookings
* monitor and maintain office supplies inventory
* review and approve office supply acquisitions
* handle customer inquiries and complaints
* manage internal staff relations
* maintain a safe and secure working environment

Alaan TV

**November 2009 – May2014**

**Job Title : Assist Admin Manager**

**Job Description:**

 **Job Description:**

**Administrative Assistant** — screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; training and supervising other support staff Performs administrative and office support activities for multiple supervisors. fielding telephone calls, receiving and directing visitors, word processing, and filing. Extensive software skills, Internet research abilities and strong communication skills. department assistant, coordinator and associate.

Accountant

Working on Quick Box doing the daily, monthly journal entries, create all the receiving voucher, contact and following up the customer for the outstanding amounts,

32Group Company.(jewelry industry (Diamond &gold)

**October 2006 – September 2008**

**Job Title : Event Manager**

**Job Description:**

* Manage staff responsible for event coordination activities.
* Coordinate details of events such as conferences, weddings, birthdays, anniversaries, charity events, surprise parties, trade shows, sales meetings, business meetings, employee appreciation events and virtual events.
* Hire, train, and educate staff on proper event procedures.
* Calculate budgets and adjust when necessary.
* Book venues and negotiate fees.
* Prepare invitations and send out at appropriate time.
* Hire bartenders and wait staff.
* Work with guest of honor to ensure all requests are met.
* Drive attendance to the event.
* Promote the event using flyers, cold calling, and social media as examples of ways to spark attention.
* Analyze event performance and prepare metrics presentation.
* Define company brand through events.
* Ensure staff is adequately prepared for event.
* Pay vendors for their participation in the event.
* Provide receipts if needed.
* Ensure day of event goes smoothly.
* Set up booths, flowers, decorations, and other event decor.
* Plan menus, order food, and hire chefs or caterers.
* Sample food, including main dishes and desserts.
* Give final approval for items such as music and menus.

**PERSONAL INFORMATION**

Nationality : Egyptian

Marital Status : Married

Date of birth : 1977

Visa statues : Husbands visa

Driving : UAE driving license

### Languages :English- Arabic