

E - M A I L: [Mirabella.372180@2freemail.com](mailto:Mirabella.372180@2freemail.com)

# MI R A B E L L A

## OBJECTIVE

To help develop the community, as a whole, by effectively putting my skills to good use for corporates and organizations

## COMPETENCIES

* Knowledge of MS Office products, internet navigation and research;

* Ability to organize administrative projects;

* Ability to interchange between different languages;

* Strong diplomatic skills in dealing with people from a variety of cultures and backgrounds;

* Demonstrate clear and effective written and verbal communication skills; ability to meet deadlines and maintain a flexible schedule;

## EXPERIENCE & JOBS

* Budget/Finance Assistant at the World Health Organization (Feb 2012 – Present)
  + To ensure effective and transparent budget and financial support across the Region for all sources of funds in order to assure a seamless budgetary and financial process
  + Assisting HR workplan management, sub-unit through processing salary work plans balances, expenditure, budget planned cost, adjustment of award, task mapping, position parameters, creation, extension and termination of positions
  + Reflecting award budget against relevant OWERS and positions’ mapping ensuring the validity and availability of funding
  + Providing timely and accurate customer support to all budget centres
  + Developing high-level reports to closely monitor the budgetary situation and taking the necessary action to offset deficits and reduce surpluses
  + Generating upon-request high-level management reports to help facilitate the decision-making process
* Order Delivery Management at Orange Business Services for Swiss Accounts (Jul 2011 – Jan 2012)
* Managing the implementation process of business solutions for Swiss Accounts
* O Overlooking the different responsible teams in charge of the different phases of implementation
* Troubleshooting problems and directing them to correct responsible teams for efficiency and timely order delivery to reach customer satisfaction
* Weekly meetings with clients to update them on progress of their orders as well as preparation of internal follow-up reports
* Supervising the logistics and installation of spare parts needed for completion of the orders

* Translation at AMRB market research company (Apr 2011 – Jun 2011)
  + Specialized translation of documents in different departments (medical, legal, economic)
  + Attending business meetings for simultaneous translation between clients and foreign experts
* Sales Executive at WellSpring Egypt (Oct 2010 – Mar 2011) o Creating a database of clientele and classifying them according to different types
  + Contacting clients and preparing customized presentations for the decision-makers to negotiate the sale of camps
  + Coordinating with different departments to discuss needs of clients and prepare camps according to discussions during the presentation
  + Preparing a quotation to be presented to clients and connecting the clients with the responsible departments to complete the sale

## TRAINING

* Multiple Creative Trade for customized Giveaways
* ARAS Medical Devices & Equipment Co. (LLC)
* Participated in the IUSTI (International Union against Sexually Transmitted Infections) in February hosted by the World Trade Centre (worked as an organizer and podium attendee)
* Volunteered in Youth summer camps assistance

## EDUCATION

* Graduate of the French University in Egypt; Faculty of Applied Languages; Specialization in International Commerce and Business Affairs;
* An Egyptian Certificate from the French University and a French Certificate from Sorbonne Nouvelle Paris

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* High School graduation from the International School of Choueifat in Dubai