

# Eva Abdelmassieh

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Youssef Wahbi Str., El-Zaher, Cairo, Egypt.



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**Objective:** Seeking a challenging position in a reputable company where my educational background and experience could be developed.

**Experience:**

Admin Assistant

**AGLC**

Jan. 2022 – Oct. 2022

- Developed HR department policies and procedures including the employee handbook.
- Ensuring compliance with HR policies and providing regular management reports and analysis.
- Working closely with the Managing Partner to manage the day-to-day operations of the office.
- Development and monitoring annual operating and capital budgets, including managing the annual Firm Budget for expenses and headcount.
- Responsible for Engagement letters, Invoicing and Collection.
- Proactively monitor our bank accounts for variances and implement strategies to meet and improve the budget.
- Sending weekly financial status reports.
- Responsible for monthly payroll slip and salaries.
- Responsible for Employees Vacation reports.

Executive Assistant

**Amplifon Middle East Company.**

June 2016- Dec 2021

- Completing a broad variety of administrative tasks for the regional manager including managing a very active calendar of appointments, completing expense reports, Ernest Young calendar, etc.
- Responsible for some recruitment activities, from posting vacancies, screening CVs Calling Candidates / arranging for interviews.
- Responsible for making Invoices, deposits and maintenance receipts to the clients via Aress system and take Collection from them.
- Preparing weekly reports to an accountant manager for expenses, deposits and cash in branch.
- Preparing weekly reports to HR manager for employee's vacations and daily attendance for them.
- Preparing minutes of meeting.

- Working and effectively with the regional manager to keep him well informed of upcoming commitments and responsibilities and to keep him updated about daily matters.
- Scheduling and organizing of meetings.
- Screening incoming phone calls, enquiries and requests, and handling them when necessary; dealing with incoming email, faxes.
- Filing and keeping all the relevant documents safe and retrieving them as and when needed.

Executive Secretary and Accountant

**Curity Company**

June 2013- May 2016

- Managing all correspondence i.e. telephone, travel arrangements, emails, meeting invites, scheduling meetings.
- Handling confidential issues.
- Responsible for Employees Vacation and salaries reports.
- Making daily attendance for employees.
- Answering phone calls.
- Receiving, sending and distributing faxes.
- Calling candidates and attending interviews.
- Maintaining office supplies and stationery.

Junior Accountant.

**Renaissance German School**

Sept 2011- May 2013

- Analyzing financial information and prepare balance sheets.
- Coordinating with management and staff to prepare budgets.
- Resolving account payable and receivable issues or queries.
- Accurately performing daily reconciliations of cash, check and credit card transactions, and tally and file invoices.
- Developing monthly financial statements that include cash flow, profit and loss statements, and balance sheets.
- Completing end of month close procedures.

**Education**

- Bachelor of Commerce - Alexandria University 2011
- Major: Accounting

**Language Skills**

- Arabic: Mother Tongue
- English: Excellent

**Computer Skills**

- Proficient user of MS Word, Excel, and PowerPoint
- Proficient user of Internet

**Courses**

- HR Diploma at the "Arabic Academy for Science and Technology".
- ICDL.

- Soft Skills Diploma from the Faculty of Commerce- Alexandria University.
- Accounting Excel at (IAAC Group)
- General English at the Arabic Academy for Science and Technology.
- Conversation (Full Course) at New Horizon Center.

**Personal  
Qualifications**

- Ability to work under pressure
- Dynamic, creative and self-motivated.
- Fast Learning and good communication skills
- Work individually and as cooperative team member.

**Hobbies**

- Reading.
- Swimming.
- Playing Guitar.
- Cooking.

**Personal  
Information**

- Date Of Birth: 10 November 1986.
- Nationality: Egyptian.
- Social Status: Single.