

Career Summary

Cairo resident, an ambitious young woman with many experiences. I hope to share my experiences with the best company and the best place.

Dedicated, client-focused secretarial **professional** with deep knowledge of office management procedures. Proficient understanding of MS Office and vendor management systems. Excellent customer service, with strong attention paid to detail, organization, and presentation skills

Educational Background:

- Receptionist with over 5 years' experience working in private sectors. Diplomatic, personable, and adept at
- **DATE ENTRY AT ELKWAT ELMWSLAHH HOSPITEL**
- Recording customer data
- Data Entry Operator responsibilities include:
- Entering customer and account data from source documents within time limits. Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- **Alfaranah company Member of Operations Team**
- Accountant
- Accountant Job Responsibilities:
- Provides financial information to management by researching and analyzing accounting data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information
- **Reception supervisor at Markaz Anaya manager assistant**
- Administrative assistant
- Most administrative assistant duties revolve around managing and distributing information within an office. This generally includes answering phones, taking memos and maintaining files. Administrative assistants may also be in charge of sending and receiving correspondence, as well as greeting clients and customer

- **Secretary at Miser insurance company**
- An Office Secretary maintains the smooth running of an office through a variety of administrative and clerical duties. They handle office schedules, coordinate meetings and visits, organize files, answer phones and perform a huge array of other essential tasks. ... Job growth for Office Secretaries is slow but steady.

- **Secretary (Al – Eman School) Receptionist**
- An Office Secretary maintains the smooth running of an office through a variety of administrative and clerical duties. They handle office schedules, coordinate meetings and visits, organize files, answer phones and perform a huge array of other essential tasks. ... Job growth for Office Secretaries is slow but steady.

Grade: good.

Work Experience:

- Answering calls, taking message and handling correspondence
- Maintaining diaries and arranging appointments.
- Typing, preparing and collating reports
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases, prioritizing workloads
- Implementing new procedures and administrative systems
- Answering calls, taking message and handling correspondence
- Maintaining diaries and arranging appointments, typing, preparing and collating reports
- Acting as a receptionist and/or meeting and greeting clients

Personal skills:

- Personal **leadership** and take responsibility.
- **Hardworking** can achieving all tasks that given to me in an excellent manner.
- Ability to learn **IBS & SAP** (Integrated Business System) for any function.
- Negotiation Skills.
- Planning and Organizing Skills
- Fast learning,
- Interpersonal Skills.
- Communication Skills.
- Creative Thinking.

Computer Skills:

- Very good Knowledge in IBM computer Applications & Hardware troubles
- Very good Knowledge about internet & Networking
- Very good knowledge about Microsoft office Package
- Very good knowledge about Computer Graphical Design.