



# Rasha Sherin Yousef

Office Administrator

## JOB OBJECTIVE

To obtain an office administrator position and to contribute to the success and reputation of the company.

## CONTACTS



Ahmed fahmy Bayoumy  
Street. Heliopolis



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rshsherin@gmail.com

## EMPLOYMENT HISTORY

### **Math teacher, 2018-present**

#### **Notre dame d'apôtre school**

- Knowledge of the curriculum.
- Teaching methods.
- Math concepts (algebra, geometry, arithmetic, calculus, and statistics)
- Creative lesson planning.
- Creating instructional materials.
- Standardized testing.
- Student evaluation.
- Learning management systems

### **Agent in MetLife Company, 2017- 2018**

- Sales.
- Upselling.
- Cross selling.
- Qualifying leads.
- Relationship building.
- Cold calling.
- Record keeping.
- Report generation.

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## EDUCATION

Bachelor's Degree in  
Education, 2001

**Educational  
Technology, Computer**

**Cambridge Diploma IT**

**From B.B.C Academy  
Egypt, 2012**

**HR Practical course**

**By HR Solutions Egypt**

## EMPLOYMENT HISTORY

**Secretary in Saweirs project**  
**2015- 2017**

- Answering calls, taking messages and handling correspondence.
- Maintaining diaries and arranging appointments.
- Typing, preparing and collating reports.
- Filing.
- organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases.
- Prioritizing workloads.
- Including snacks, sodas, and coffee and water services.

**Computer teacher in El-Salam School**

**2012- 2015**

- Word Processing.
- Spreadsheet.
- Database Management
- Networking Skills. ...

## QUALIFICATIONS

- Ensure general management of the office, overseeing operational efficiency, effective communications, and other types of strategic and tactical planning
- Maintain facilities management, including space planning/design, vendor contracts and relations, and facilitation of all office functions and services
- Act as primary liaison between the company, staff, and office building management, providing information, answering questions, and responding to requests
- Oversee and achieve organizational goals while maintaining an efficient, productive, and positively cultured office and employee experience