

Maha Farouk Hamed

El Rehab City- New Cairo



Objective:

Seeking a challenging opportunity as Office Manager, Administrative Manager and HR.

Education:

- BSc of Mass Communication, Sector of Public Relations & Advertising, Cairo University, in 1995, with degree Good.
- Primary, Preparatory & Secondary Certificates from College du Bon Pasteur (French Language School).

Experiences:

4.10 years' experience as **Administrative and HR + Office Manager** at "ILB" from April 2015 until now, main duties were as follows:

- Maintains administrative staff by recruiting, selecting, orienting, and training employees.
- Updating job requirements and job descriptions for all positions.
- Approving payroll and overtime.
- Office & facilities management.
- Establish and manage all procurement and logistics activities including possible management of vehicles and drivers.

Two years' experience as **Office Manager** at "ILB" from March 2013 until April 2015, main duties were as follows:

- Arranging for seminars and workshops.
- Delegating tasks to junior employees and supervise office staff.
- Negotiate and renew corporate rate as well as arranging for hotel reservation, air ticket, travel agenda & visas.
- Dealing with correspondence, complaints and queries, preparing letters, presentations and reports.
- Organizing the office layout and maintaining supplies of stationery and equipment.

Six years' experience as **Administrative & Office Manager** at "ICON Investment"- **Abu Dhabi- UAE**, from December 2007 until December 2012, main duties were:

- Planning, organizing, providing leadership & controlling all administrative functions.
- Supervise staff & manage office operations.
- Prepare & review reports & schedules to ensure accuracy & efficiency.
- Performs a variety of administrative support duties such as negotiating pricing agreements with vendors for equipment, printing services & office equipment maintenance under established guidelines.
- Ensuring that human & material resources are correctly utilized.

One-year experience as **Senior Client Relationship Coordinator** at **Icon Translation- Abu Dhabi, UAE**, from August 2006 until December 2007 main duties were:

- Representing the company in all external business relationships with clients, government, and private sectors thus the Company's image represented in a positive way.
- Present quotations to clients & follow up their feedback.
- Liaise with clients to gather feedback, amendments and comments.
- Maintain weekly progress plan, preparing weekly and monthly reports.
- Supervise and coordinate the activities between translators & production assistant.

One-year experience as **Executive Assistant** at **Offsets Group- Abu Dhabi, UAE** from January 2005 until December 2005 main duties were:

- Preparing reports, letters and official correspondence in English as well as in Arabic.
- Responsible of arranging travel, hotel arrangements as well as negotiation of corporate rates with Hotels /Travel Agency /Car Rental companies.
- Prepare travel expense requisitions and reports.
- Maintain all general maintenance for equipment, furniture.
- Arrange for weekly meeting and recording its points of discussion.
- Arranging appointments and handling correspondence.

One-year experience as **Area Executive Office** at **Kanoo Group- Abu Dhabi, UAE** from January 2004 until December 2004 main duties were:

- Office management, dealing with foreigners.
- Modern filing system such as alphabetical, numerical & subject.
- Arranging for associations, taking minutes of meetings.
- Preparing official letters, memos & progress reports.
- Catalogs classifications and recording maintenance.

Three years' experience as **Administrative & Office Manager** at **Indconsult- Egypt** from January 2001 until December 2003 main duties were:

- Review and evaluate company's policies and procedures, process flow and work instructions and ensure that they are updated, controlled and implemented.
- Handling confidential files & minutes of the meetings.
- Playing a critical role in driving change throughout the company to support new business initiatives an the expectations for this company.
- Preparing official letters to Embassies and Ministries.
- Supervised all correspondences, sentence structure, grammar and punctuation.

One year experience as **Personal Assistant to CEO at Indconsult- Egypt** from 1999 until 2000 main duties were:

- Responsible of the Chairman private correspondences & deal in an confidential manner.
- Ensure filing systems are maintained and up to date.
- Organizing conferences & exhibitions.
- Translation if needed Arabic to English and vise versa.
- Answering emails and following up the pending issues.

Three years' experience as **Chairman Executive Secretary at Synergy Egypt-** from 1995 until 1998 main duties were:

- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Maintain the general filling system and file all correspondence.
- Assist in the planning and preparation of meetings, conferences and conference telephone calls.
- Replying to emails.

Achievements:

- During my work at Icon Translation - UAE as Senior Client Relationship Coordinator, I have succeeded in increasing the number of our clients. Hence, all our expenses were covered within the first two years; as it was a new established company and later on we were able to increase our projects translation fees accordingly; which had its positive impact on the company revenue.
- I targeted all major governmental entities and institution in order to attract big projects and gain a good reputation within UAE rapidly.

Training Courses:

- Advanced HR Management Diplome (35 hours), at EgyCham, accredited by Ain Shams University – **Grade Very Good.**
- HR Management Diplome (35 hours) at EgyCham, accredited by Ain Shams University- **Grade Very Good.**

- General English Courses, (35 hours), at the British Council, January 2000.
- Alliance Francaise, during my study at Religieuse du Bon Pasteur, March 1990.
- Windows course, (35 hours) - at Institute of Engineering -Cairo University, June 1995.

Skills:

- Good command of: Ms-Word, Excel, Power Point, Outlook Express, Internet Explorer, Microsoft Outlook, Print Artist, and Microsoft Photo Editor.
- My mother tongue is Arabic, Very good English, Excellent French.
- Problem solver, well-organized person, can set priorities, team player, good communication skills.

Additional Data:

- Date of birth: 01/04/1974
- Marital Status: married
- Nationality: Egyptian
- Own a car, driving license: valid till 03/07/2022

References: are ready upon request.