

Sara Saeed Mahmoud

Address: Wadi Hof, Cairo – Egypt.

Objective:

Highly skilled and results-driven Executive Office Manager and Senior Organizational Development (OD) Specialist with over 13 years of experience in enhancing organizational efficiency and supporting leadership in driving change. Expertise in communication, collaboration, and the seamless planning and execution of meetings and organizational development initiatives. Skilled at multitasking, managing complex projects and thriving in dynamic environments with shifting priorities.

Eager to leverage my organizational, OD, and leadership skills to contribute to the success and growth of a high-profile organization, fostering both operational excellence and employee development.

Work Experience:

Office & Warehouse Manager.

Grand Water Technologies - GWT

Work

Jan. 2025 - Present

Office Manager:

- Coordinate internal communication and workflow across departments.
- Manage calendars, schedules and appointments.
- Organize meetings, events, and team-building activities to strengthen employee engagement.
- Liaise with the IT department to maintain functional office systems and provide technical support when needed.
- Supervise and support office staff, promoting a positive and productive work environment.
- Handle correspondence, emails, and phone calls, serving as the main contact for internal and external communication.
- Ensure the office is organized, clean, and well-maintained, including the availability of supplies and equipment.

Warehouse Manager:

- Supervise the receiving, inspection, picking, packing, and dispatch of goods to ensure accuracy and timely delivery.
- Document all incoming and outgoing shipments accurately for compliance and record-keeping.
- Maintain and update the inventory sheet, ensuring records are accurate and up to date.
- Conduct regular cycle counts and inventory audits to verify stock accuracy.

- Identify and report damaged or defective products, taking corrective action when needed.
- Collaborate with purchasing and sales departments to ensure smooth warehouse operations.
- Manage relationships with vendors, carriers, and suppliers to ensure efficient supply chain performance.

**Group CHRO Office Manager / Senior OD Specialist.
HO Group – United Company of Pharmacists (UCP)**

**Work
Aug. 2019 – Dec. 2024**

Group CHRO Office Manager:

- Manage all Executive Management on-boarding.
- Prepare & send all HC monthly reports to Multinational HQ.
- HR Documents Control Officer for ISO Audit & Quality Assurance Division.
- Follow up on the annual Engagement Survey (Glint) & the action plan afterwards.
- Update & maintain CHRO calendar & managing his appointments.
- Schedule & organize regional & international meetings across multi time zones & take minutes when required.
- Deal with correspondence, complaints & queries.
- Prepare memos, offer letters, VISA letters & reports.
- Translate all necessary documents.
- Screen & direct phone calls.
- Establish, maintain & update a filing system that ensure the documents are easily accessible.
- Serves as a first point of contact to greet & screen office visitors (internal & external).
- Provide basic administrative assistance; data entry, coping / scanning files, recordkeeping.
- Keep track & order office supplies when needed.

Senior OD Specialist:

- Create & update organizational structures periodically.
- Develop & update Job Descriptions.
- Develop HR documents, including evaluations forms & experience letters.
- Helping in screening CVs & contact calibers to set interviewing dates for the CHRO.
- Assist in the process of defining KPIs.
- Assist in the development & implementation of HR policies & procedures.

**Executive Secretary.
Preview Advertising Agency (3M Authorized Distributor).**

**Work
Oct.2012 – July 2019**

- Often works as a translator.
- Prepare price quotations.
- Co-ordinate with the designer & the office manager.
- Reply, send & receive emails & faxes.
- Book flights.

- Receive, direct & handle phone calls.
- Responsible for recording attendance & absence.

Administrative Assistance.

Fins Academy (Wadi Degla Club).

**Work
Sep.2011 – Sep.2012**

- Keeping records of kids' trainings.
- Helping Parents with their inquiries & problems.
- Scheduling & reserving classes.
- Data entry.
- Handel & directs phone calls.

HR Admin.

Shell Marketing Egypt.

**Training
Jul.2009 – Aug.2009**

- Helping my supervisors with their work.
- Data entry.

Educational background:

- In progress HR Diploma - EgyCham
- 2025 Data Analysis using Excel & Power BI – ESLSCA University
- 2011 ICDL Certified
- 2011 Bachelor Degree, Faculty of Arts, Department of English Language and Literature – Cairo University.
- 2005 Secondary School – Saint Mary Language School for Girls in Helwan.

Personal skills:

- Punctual.
- Self-Motivated.
- Sociable.
- Able to learn quickly.
- Able to work under pressure.
- Willing to support all the team members.
- Target & details oriented.
- Active & multi tasked.

Training Programs:

- Coaching for High Performance.
- Team Building.
- Time Management.

Computer skills:

- MS Windows.

- Microsoft Office suite (Word, Outlook, Visio, Excel & PowerPoint).
- Communication tools such as Teams and Zoom.
- Photoshop & Canva.

Language:

- Arabic: Native tongue.
- English: Excellent reading, writing and speaking.

Personal info:

- Date of birth: 1988.
- Nationality: Egyptian.