



# RASHA MAHER ABDELRAHMAN

Address: Building No. 35, Tagamoaa El Awal, EL Banafseg 6 Villas, New Cairo. Cairo, Egypt.

Date of Birth: 28-08-1982

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## Objective

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong Planner and problem solver, who readily adapts to change, works independently and exceeds expectations. able to Do Multiple Priorities and meet tight deadlines without compromising quality.

## Education

- Attended High School at Saint-Fatima, Nasr City.
- Licentiate of Languages and Translation from 6th of October University, Spanish section 2004.
- Graduation Score: Excellent.

### **Relevant Courses:**

- Human Resources Management Diploma at EGYCHAM (2020).
- Banking Systems and Operations Framework Course at EBI (2019).
- Studied Principles of Marketing at AUC (December 2014).
- English course in AUC (Achieved level 8 in March 2014).
- Business Management Diploma at CTC Academy (2013).
- Professional Diploma in secretary at YAT Learning (2009).
- Cambridge International Diploma in Marketing at YAT Learning (2009).
- Spanish courses at the institute of Cervantes (2001- 2003).
- English courses at the British council (2000).
- English course at Berlitz Language Centers (May 2011- July 2011).

## Key Skills

### **Office skills:**

- Office management.
- Spreadsheets/Reports.
- Database Administration.
- Calendaring.
- Executive Support.
- Travel Coordination.

### **Computer skills:**

- MS word.
- MS Excel.
- MS PowerPoint.
- MS Outlook.

## Experiences

### The United Bank:

October 2017

#### **Administrative officer at Corporate Banking & Marketing Sector:**

Assist in daily schedule of duties and manage calendar, Handle incoming and outgoing correspondence, Organize a filing system for important and confidential documents  
Screens and routes incoming calls , schedule appointments, Book meeting rooms as required, Prepare reports and presentations with statistical data, as assigned, Schedule in-house and external events.

### Trends Real Estate :

June 2015 - Till November 2016

#### **Office Manager:**

Handling All Administrative work for sales team. Preparing payroll, filing systems, handle office invoices, participating and preparing for the annual real-estate exhibition following up with clients and updating the data of their properties, contact new clients and present for them new projects prices for investment.

### Evyap Egypt:

March 2012 – May 2015

#### **HR Coordinator:**

Provide general office support, and follow up employee's attendance sheet, ensure filling systems are maintained and up to date , Assist in scheduling meetings, and arranging business trips (Hotel Bookings and flight Tickets) manage logistics and coordinate business meetings inside or outside the organization. Revise and handle All Administration department invoices.

Assist in Hiring Process by reviewing resumes, performing telephone interviews with selected candidates.

### Telecomax Group:

September 2009 – January 2011

#### **Administrative Assistant:**

Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling Information prepares and manages correspondence; reports and documents organize and coordinate meetings, conferences, travel Arrangements, maintain schedules and calendars arrange and confirm appointments, take and distribute minutes of meetings and handling the annual leave of employees. Assist the human resources department in the recruiting process.

#### **Data Entry Specialists:**

Compare data with source documents, or re-enter data in verification format to detect errors. Compile, sort and verify the accuracy of data before it is entered, Locate and correct data entry errors, or report them to supervisors, Store completed documents in appropriate locations.

**Marketing Specialists:**

Assist sales and marketing management; represent the company's products and services to customers. Receives work assignments from marketing communications manager based on current needs and doing market research.

**Rockit Transport Services:                      May 2008 – August 2009**

**Sales Executive in Import Ocean Department:**

Promoting Company services to drive sales revenue, contact with clients to introduce our services and get to know their needs, Arrange procedures of shipping, such as export/import licenses, customs, packing, and shipping.

**Operation Coordinator:**

Taking shipment bookings, Arranging collections and transport, Quotes / Price Indications, Booking with carriers, , Resolving customer queries as they arise, Monitoring shipments door to door and updating customers through out the whole process, Proactive shipment tracking by regular communication with drivers.

**MAC Company:    August 2005 – April 2008**

**Sales Representative:**

Reporting to Sales and Marketing Department, promoting company products and handling customer's request.

Handling daily operations as a part of the sales team to achieve company sales targets.

**Elegant Voyage Company:                      October 2004 –March 2005**

**Tour Operator (trainee):**

Handling arrivals, travel arrangements and hotel bookings.

**Language Skills:**

- Arabic: Mother Tongue.
- English: Excellent Reading, writing & speaking.
- Spanish: Excellent Reading, writing & speaking.

*REFERENCES Furnished Upon Request.*