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## CAREER OBJECTIVE

A challenging position in a reputable institution, where I can contribute by my skills and previous work experience, as well as participate in a positive team environment for the mutual growth and development of both the organization and myself.

## PROFILE

- Self –Motivated.
- Remarkable ability to work under pressure.
- Teamwork oriented.
- Ambitious.
- Strong communication, planning and organization skills.
- Patient.

## EDUCATION

LSC Degree: *Faculty of Literature, Arabic Department, Cairo University.*  
*Graduation date May 2004.*  
*Grade: Good.*

## WORKING EXPERIENCE

- ❖ Faculty of pharmacy, The British University In Egypt.

Coordinator

11/2013- 5/2022

### Responsibilities and duties:-

- Supply management:
  - Maintaining chemical stockroom inventory's logbook.
  - Ordering, receiving, checking store chemicals and equipment, resolving problems with vendors, and discussing new products.
  - Tracking all departmental supply budgets including those pertaining to educational and research operations.
  - Profiling and scoring local distributors based on merit.
- Administrative operation of laboratories:
  - Participating in group project meetings.
  - Establishing and overseeing set-ups, logbooks, fees, chemical access, and safety guidelines.
  - Inspecting the implementation of the faculty's safety measures as well as providing second-line emergency reports for lab incidents.
  - Conducting safety inspections of lab environment, fire control gear, and first-aid supplies.
- Lab Technologist (Pharmacognocny and microbiology departments):
  - Participating in department meetings/projects.
  - Inventory tracking of chemicals and equipment including those pertaining to educational and research operations.

- **Quality assurance unit (faculty of pharmacy, BUE):**
  - Participating in unit's meetings/projects.
  - Establishing and implementing the unit's agenda until the successful accreditation by National Accreditation and Quality Authority (NAQAA).

❖ **Dija Ju furniture**

An office manager and sales manager

2010-2013

**Responsibilities and duties:-**

- Handling all the administrative, managerial, and practical operations.

❖ **Gebrel office**

Vice manager of investigation department

2008-2010

**Responsibilities and duties:-**

- Archiving the customers' data electronically.
- Distributing them among investigators through telephone.
- Getting final reports.
- Checking the credibility of received reports.

❖ **Cleopatra Scientific Office.**

An office manager

2007-2008

**Responsibilities and duties:-**

- Payback the client due by telephone.
- Stock Control.
- Revision of bank sheets.
- Revision of promotions.
- Telesales.

❖ **Cairo University Faculty of Pharmacy. Admin assistant in the vice dean of Educational Students Affairs office.**

2006-2007

**Responsibilities and duties:-**

- Letters' correspondence.
- Writing reports and announcements.
- Writing and formatting newsletters and magazines.
- Attending meetings and recording minutes.

❖ **Community pharmacies (e.g., The Pharmacy of Dr. Ossman Hospital):**

Assistant pharmacist

1996-Present

**Responsibilities and duties:-**

- Assisting in all the administrative, managerial, and practical operations related to patient care as well as inventory.
- Computerizing data.

❖ Working as an indirect linguistic corrector in various Arab magazines and radios.

## **COURSES**

- General advanced English Language Course from Centre for Community and Consulting Services (CCCS) of BUE.
- Fundamentals of Digital Marketing course from Maharat min Google.
- First-aid course at the faculty of pharmacy, BUE.
- Safety course at the faculty of pharmacy, BUE.
- Entrepreneur ship course from Suez Canal University.
- Basic business skills Acquisition course (BBSA) from Future Generation Foundation (FGF) Training
  - Developed language and computer skills.
  - Enhanced presentation and project development skills.
  - Acquired basic business skills including (marketing, sales, banking accounting, business correspondence and report writing.

## **Community services**

- Organizing medical convoys sponsored by the faculty of pharmacy, BUE.
- Participating in COVID-19 related medical convoys with charity organizations in Egypt.
- Field contribution to the numeracy and literacy and adult education program.

## **COMPUTER SKILLS**

- Excellent computer skills (office, internet, etc....).

## **LANGUAGE KNOWLEDGE**

- Arabic : A specialist in Arabic which is my native language.
- English: Excellent at listening and very good at reading and writing.

## **INTERESTS & ACTIVITIES**

- Reading, swimming, football, and Linguistics.

## **PERSONAL DATA**

- Nationality : Egyptian.
- Marital Status: Married.
- Date of Birth : 28-1-1980
- Military Status: Exempted

**REFERENCE TO BE FURNISHED UPON REQUEST**