



## ABOUT ME

Birthday: 26/2/1996  
Relationship: Single  
Nationality: Egyptian  
Graduate: 2018

## LANGUAGE

English  
French

## CONTACT

☎ 01006313290  
✉ alaaallah.elakkad@gmail.com

# ALAA ALLAH ELAKKAD

public relations

## EDUCATION

○ 2014

Eng from British council

Icdl course

○ 2014-2018

Faculty of arts cairo University

Library, documentry and information technology

## EXPERIENCE

○ 2020- Present

**Elsaid for trading & distributing**  
Office manager

Organising meetings and managing database .  
preparing letters, presentations and reports .  
supervising and monitoring the work of administrative staff .  
processing invoices and managing office budgets .  
Implementing and maintaining procedures / office administrative .  
organising induction programs for new employees .

○ 2019 -2020

**Insight Canada immigration in UAE**  
Administrative assistant and pr manager

I assist with a variety of clerical and administrative duties. this tasks include  
greeting clients, answering phones , taking messages, managing email and mail  
correspondence, calendaring also assist with invoicing, updating clients files ,  
meeting clients , interview with clients and ordering office supplies .

○ 2015 - 2019

**League of Arab States**  
Public relations

Writing and producing presentations, articles, press releases.  
Designing or project managing the production of visual communication.  
Dealing with inquiries from the public, the press and related organisations.  
Speaking publicly at interviews, press conferences and presentations.

## SKILLS

Presentable  
Ambitious  
self confidence  
social skills  
Team working  
Time management  
self - motivated  
Adapted to change and flexible