



CONTACT

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Education

- Ain Shams University
(Bachelor)
(Faculty Of Art)
- Dep. Of Ancient
European Civilization
- General Grade
Acceptable
- Graduation year 2010

Courses

- Microsoft (ICDL)
- English

Skills

- Good teamwork skills
networking
- Communication skills and
ability Strong attention to
detail
- Good organization and
planning skills
- Adaptability
- Problem solving
- Psychological
communications
- Flexibility
- Computer Skills:
- Internet expert
- Microsoft Office expert
- Illustrator Photoshop
- Self-development.

NADA NAGATY

(Office Manager / Executive Secretary)

Career Objective

Highly organized office manager experienced in supplying thorough, organized administrative support to executive teams. Proactive collaborator for events, shareholder activities and travel arrangements. Excellent record for managing administrations with desired results.

Driven and resourceful administrative professional with 15+ years of experience assisting with work of high-achieving executives. Track record supporting professional needs with well-organized precision. Successfully manages high-volume workloads in rapidly changing environments.

Experienced Executive Secretary provides comprehensive administrative support to upper level team. Adept at managing calendars, preparing reports and coordinating meetings. Demonstrates excellent customer service, problem-solving, and communication skills.

Experience

****2022- 2023: Office Manager at Pura Company***

- Coordinated special projects and managed schedules.
- Established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance of personnel.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Managed office operations while scheduling appointments for department managers.
- Maintained computer and physical filing systems.
- Evaluated employee records and productivity and submitted evaluation reports.
- Updated reports, managed accounts, and generated reports for company database.
- Reported to senior management on organizational performance and progress toward goals.
- Managed compliance to keep organization operating within legal and regulatory guidelines.
- Developed and maintained successful relationships with vendors, suppliers and contractors.
- Managed senior-level personnel working in marketing and sales capacities.
- Improved staffing during busy periods by creating employee schedules and monitoring call-outs.
- Maintained professional demeanor by staying calm when addressing unhappy or angry customers.
- Identified and communicated customer needs to supply chain capacity and quality teams.

****2016- 2020: Executive Secretary at Petroland 2000 For General Contracting & Real Estate Development EGY.***

- Handling phone calls & preparing correspondence from clients and Banks
- Organizing meeting & appointments for the group's administrative, financial & advisory director
- Arranging internal & external travel
- Follow-up on administrative work
- Computer application like (word, excel, outlook....)
- Preparing the letters related to the requests of the administration employees
- Coordinating Company Meetings •

- Handled scheduling for executive's calendar and prepared meeting agenda and materials.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities, and communicate instructions.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Developed and implemented office policies and procedures to facilitate smooth workflow.
- Documented and distributed meeting notes to identify, analyze, and improve workflows.
- Handled confidential information in professional manner.
- Updated spreadsheets and created presentations to support executives and boost team productivity.
- Used QuickBooks to produce monthly invoices, reports, and other deliverables.
- Created and managed office systems to efficiently deal with documentation.
- Handled incoming and outgoing mail, email and faxes.
- Greeted arriving visitors, determined nature and purpose of visit and directed individuals to appropriate destinations.

****2015-2016: Office Manager at Maraya Clinic***

- Coordinated special projects and managed schedules.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Managed office operations while scheduling appointments for department managers.
- Maintained computer and physical filing systems.
- Managed senior-level personnel working in marketing and sales capacities.
- Developed and maintained successful relationships with vendors, suppliers and contractors.

****2013-2015: Office Administrator, Branches Supervisor at Print Shop Fabrics Company***

- Coordinated communications, financial processing, registration, recordkeeping, and other administrative functions.
- Applied advanced administrative and analytical skills in overseeing day-to-day operational activities.
- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Defined clear targets and objectives and communicated to other team members.
- Interacted with customers by phone, email, or in-person to provide information.
- Organized, facilitated and participated in community service efforts.
- Oversaw maintenance of office facilities and equipment by collaborating with and inspecting work of repair contractors.
- Monitored and oversaw general cleaning of office in line with company cleanliness standards.
- Scheduled conference rooms, prepared agendas, and maintained calendars to prepare for meetings and events.
- Reduced waste and pursued revenue development strategies to keep department aligned with sales and profit targets.
- Confirming orders are accurately input in company's system Making sure all branches meet the delivery for customers with required

****2008-2011: Office Administrator at El Zeiny for Décor & Designer.***

- Coordinated special projects and managed schedules.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Managed office operations while scheduling appointments for department managers.
- Receiving incoming orders from customers and deliver to production team
- Meeting customer's deadlines
- Receiving calls, emails, and the centerpiece of communication between all departments.
- Maintained computer and physical filing systems.
- Established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance of personnel.
- Developed and maintained successful relationships with vendors, suppliers and contractors.
- Identified and communicated customer needs to supply chain capacity and quality teams.
- Maintained positive customer relations by addressing problems head-on and implementing successful corrective actions.

جمهورية مصر العربية



جامعة

عين شمس

شهادة مؤقتة

0145786



الآداب جامعة عين شمس

تشهد كلية

ندا نجاتي عبد الهادي أبو الحسن .

أن /

١٩٨٦/٠٩/١٩

بتاريخ

القاهرة

المولود في

الليسانس

قد حصل على درجة

الحضارة الأوربية القديمة

قسم

مقبول

بتقدير

٢٠١٠

عام

سبتمبر

في دور

النسبة المئوية

١١٢٠/ ٦٧١

مجموع تراكمي

٢٠١٠/١٠/١١

وقد اعتمد مجلس الكلية نتيجة إمتحانه في

٢٠١٠/١٢/٠٢

ومجلس الجامعة في

عميد الكلية

مدير شؤون الخريجين

المراجع

الموظف المسئول

تحريراً في ١٨ / ١ / ٢٠١١

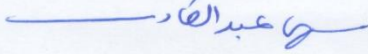
شهادة خبرة

تشهد شركة بترولاند 2000 بأن الأستاذة / ندا نجاتي عبد الهادي ابو الحسن
قد عملت لدينا في الشركة بمهنة سكرتيرة تنفيذية وذلك خلال الفترة الواقعة
من 15 / 7 / 2016 الى 2020/8/23 وتشهد الشركة بأنها تتمتع بالكفاءة العملية والمهنية في مجال عملها، وكانت تتمتع
بحسن السلوك والانضباط.


وقد أعطيت لها هذه الشهادة بناء على طلبها دون تحمل الشركة أدنى مسؤولية.

تحريراً في يوم الثلاثاء الموافق 2020-9-1

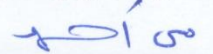
العضو المنتدب



المدير المباشر



مدير الموارد البشرية



PRINT SHOP

Home Fabrics & Accessories

شهادة خبرة وإخلاء طرف

تشهد إدارة شركة يونيون تكستايلز للنسيج (برينت شوب) بأن الانسة / ندى نجاتي عبد الهادي ، كان تعمل لدينا بتاريخ 2013 وقد تركت الخدمة بتاريخ 2015 عن مدة خبرة قدرها سنتان. كانت ذات قدوة حسنة ، وحسنة السير والسلوك ، وقد أخلت طرفها لدينا وليس عليها أي مستحقات مادية أو مستندات ورقية . وقد تم إعطاءها هذه الشهادة بناء على طلبها وذلك دون أدنى مسئولية تجاه الشركة.

وهذه شهادة منا بذلك ،،،،،



