

 **Nariman Adel Sabry**

 El Nagda square- 6 of October

 Mobile**:**- 012-20590620

 E-mail**:**- nsabry@greenlandschool.org **Objective:**

A challenging position where my knowledge and abilities will be of a great value and gaining more experience that would help in achieving ambitious goals.

**Work Experience:-**

 From 2007 To 2024

3 Employer: Green Land International School

 Job Title: Executive Admin

 **Job Description:-**

* **Internal Coordination:-**
* writing & Distributing Memos to Staff
* Maintaining the log of reservation for MPRoom
* Responsible for Recording and following the school and buses Maintenance
* Preparing and recording a daily student absence Report on Software and

 send it to the Student’s Affairs Officer and School Departments

* Preparing and Recording a daily report for staff absence

 (Teachers - workers - Administration) on Software

* Responsible for Recording and Preparing The Students Fees Receipts on Monthly basis
* Responsible for Preparing and recording The Treasury Cash out list on School Software
* preparing the Log Of Application Fees and Deliver the income to the Students Affairs.
* **Replacement/ Substitution tasks:-**
* Collect the Income of the After-School Activities (A.S.A) & Camps and delivering it to the Administration
* Preparation and general organization of Meeting - Visits and School Events
* Preparing daily and weekly reports on important visits.
* Organizing parents and visitors appointments with General Manager
* Setting up interviews & applications for the new applicants
* Responsible for new students admissions
* Following up on the concerns and complaints of the parents and solving it

**Education:**

 B.Sc. of Commerce (accounting), Cairo University June 2006.

 Faculty of Arts- Languages and Translation (7th Term ) 2023 ( On Progress)

**Computer Skills:**

V.Good Knowledge of Microsoft Office

**Language Skills:**

Arabic: mother tongue

English: V.Good command of both written and spoken language.

**Training and courses:**

**1. Professional human resources course (PHR)** in Cairo University (Attend) -Strategic business management

 -Workforce planning and employment

 -Human resource development

 -Total rewards

 -Employee and labor relation

 -Risk management

**2. International computer driving license.**

 -Completed level(5) in English at the American international center

-Completed level(12) in English at the Ministry of Defense language institute

**3. Customer Service (investment dept), National Bank of Egypt**

 -From 2002 to 2004

**Interpersonal Skills:**

 - Excellent communication skills

 - Committed and self-motivated

 - Highly organized and eager to learn

 - Problem solving skills.

**Date of Birth:**- 1/9/1982