



Maher helal

Administration supervisor

EDUCATION

- *UNIVERSITY OF menofya | Jan 2002 To Dec 2006*
Bachelor DEGREE

Holds a bachelor of law bath 2006

General appreciation : good - 70 %

WORKEXPERIENCE

Administration supervisor of Al-Yaum Holding Media Group, Saudi Arabia, Cairo Branch from 2017 to now

I have more than 10 years of experience in the legal and administrative fields, management and establishment of companies and dealing with the Chamber of Commerce and Commercial Register and the General Authority for Investment and Taxation . and I was responsible for managing the company as an assistant to the administrative manager and also I was responsible for stores and purchases as well as service and drivers employees and my job was also to keep furniture and equipment and the information technology room and also I was dealing with all government and private establishments. I was also taking charge of the internal investigation with the employees in the event of a violation Act in accordance with the establishment values and ethical standards in making decisions regarding financial, human, information and knowledge resources. -Ensure timely preparation and distribution of agendas minutes of meetings. -Ensure that all decisions are documented and communicated. -Receive, review and screen all incoming correspondence and documents (electronic version or hard-copy), perform preliminary checking for accuracy and completeness, and ensure that correspondence is routed to the appropriate officer or area for action and maintain a follow-up system. -Identify and recommend related process improvements, utilizing central services and technology. -Provide support to leadership positions. I have a lot of experience in the field of personnel, social security and the labor office. -Provide superior administrative skills in a highly responsible manner. -Perform administrative duties which includes typing, internet researches, scanning, correspondence. I have many skills in administration and electronic archiving work, as well as the Minami program for managing human resources and (z k) attendance management and also Managing board meetings and sessions, documenting records, disclosures, keeping records, and following up on the implementation of recommendations, decisions and voting results

PROFILE

I have great organizational skills so that I can do more than one job at the same time and organize records and files within the organization, I am a time-keeper and I appreciate the appointments, I also place repair and maintenance orders in a timely manner, as well as inventory and order of supplies regularly and monitor inventory, as well as solve personal problems and disputes between office staff through friendly discussion and compatibility.

LANGUAGES

- *Arabic : Fluent*
- *English : Fluent*

SKILLS

- *M S WORD*
- *M S POWERPOINT*
- *M S EXCE L*
- *M S ACCESS*



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Dokky - el geza - egypt



36years old