

## PERSONAL DETAILS - Shaimaa Saad ABDELALEEM

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Residential Address: 5 Abdelaal St., Hadayek Geziret El-Dahab, Giza, Egypt  
Mobile: +201552255593  
E-Mail: [shaimaa.abdelaleem@te.eg](mailto:shaimaa.abdelaleem@te.eg)  
Date of Birth: 07 July 1985  
Nationality: Egyptian

## CAREER OBJECTIVE

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To expand my skills and experiences within General Affairs of an international corporate “Telecom Egypt”.

## EDUCATION HISTORY

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Oct 2021 – Jul 2023 **Faculty of Commerce, Beni Suef University**  
**Beni Suef, Egypt**  
Doctorate of Business Administration In Business Administration Major.

Oct 2018 – Feb 2021 **Arab Academy for Science, Technology and Maritime Transport**  
**Cairo, EGYPT** ([www.aast.edu](http://www.aast.edu))  
Master of Business Administration in Business Administration major.  
GPA: 3.89

Oct 2016 – May 2018 **Faculty of Commerce, Ain Shams University**  
**Cairo, EGYPT**  
Organization & Business Methods Diploma  
Grade: Very Good

Sep 2009 – May 2012 **Faculty of Commerce, Cairo University**  
**Cairo, EGYPT**  
Bachelor of Commerce  
Grade: Good

## WORK EXPERIENCE

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Oct 2021 – Current	<b>Coordinating &amp; Follow-Up Manager</b> <b>Customer Experience Sector, Sectors of CEO, “Telecom Egypt”</b>
Feb 2017 – Oct 2021	<b>Secretary &amp; Administration Department`s Chief</b> <b>Network Planning Sector, Technical Vice CEO, “Telecom Egypt”</b> (Reporting, Filing, Sorting, Meeting minutes, dictation, event management)
May 2013 – Feb 2017	<b>Information Center Department`s Chief</b> <b>Network Planning Sector, Technical Vice CEO, “Telecom Egypt”</b> (Budgeting, Reporting, Filing, Sorting, Meeting minutes, dictation, event management)
Apr 2008 – Apr 2013	<b>Executive Secretary in Total Quality Sector`s Chief, “Telecom Egypt”</b> (Budgeting, Reporting, Filing, Sorting, Meeting minutes, dictation, event management)
Feb 2007 – Mar 2008	<b>Treasury Officer in Financial Management, Giza Dist. Sector, “Telecom Egypt”</b>

May 2006 – Jan 2007	<b>Sales Representative for “Network Corporation”, Tourism Industry.</b>
May 2003 – Dec 2005	<b>Sales Representative for “World Gate Co.”, Tourism Industry.</b>

## **OTHER SKILLS AND CERTIFICATES**

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### **Computer Skills:**

- **Operating Systems:**
  - Windows XP – Windows Vista – Windows 7 – Windows 10
- **Microsoft Office:**
  - MS 2000 – MS 2003 – MS 2007 – MS 2010 – MS 2013
  - Internet Access.

### **Self-Development Certificates:**

- Team Building – Telecom Egypt (Feb 2023)
- Report writing – Telecom Egypt (Dec 2022)
- Project Management – Telecom Egypt (Oct 2022)
- Time Management – Telecom Egypt (Feb 2022)
- Leadership Development Diploma (Membership) – League of Arab African Youth (March 2021)
- Presentation Skills – Telecom Egypt (Apr 2019)
- The Integrated Program for Personal Development – Telecom Egypt (Nov 2018)
- Negotiation Skills – Telecom Egypt (Sep 2017)
- Effective Communication Skills – Telecom Egypt (Sep 2017)
- Management by Objectives – LDC Telecom Egypt (Feb 2017)
- Manager Modern Management – Telecom Egypt (Jan 2017)
- Project Management Professional – LDC Telecom Egypt (Jan 2014)
- Total Quality Management – LDC Telecom Egypt (Nov 2013)

### **Language Skills:**

- Arabic – Native Tongue
- English – Good (Reading, Writing, Listening and Speaking skills)

## **PERSONAL COMPETENCIES**

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- Ability to work in a fast-paced environment to set deadlines.
- Excellent oral and written correspondence with an exceptional attention to details
- Enthusiastic self-starter who contributes well to the team

## **INTERESTS AND ACTIVITIES**

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Music, Traveling, Shopping, Sightseeing, Fairs, Social Activities, Reading.