

FATMA GAMAL AHMED SAYED

Date of birth: 04 July 1992

Contact

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Profile

Objective To work in an organization where I can use my experience & skills in administration of facilities for the benefit of the organization whilst improving my knowledge & experience.

Qualification Summary:

- ❖ Admin of CEO office with a Bachelor Degree in Law and a solid background working in different firms.
- ❖ Well-organized and able to multitask while maintaining a high level of professionalism and attention to details.

Key Skills

- ✓ Extremely organized
- ✓ Time management
- ✓ Strong verbal communication
- ✓ Process implementation
- ✓ Microsoft Office
- ✓ Scheduling

Education

2014	Bachelor of Laws Ain Shams University
2016	Master's degree in law, Private Laws/International Trade Ain Shams University

Work Experience

Retaj Company - September 2019 to date

Admin of CEO Office

- ✓ Managed schedules with subcontractors and clients
- ✓ Reviewed proposals and budget sheets
- ✓ Communicated with clients about timelines and answered questions



Alarabiya Company - December 2018 to August 2019

Admin of CEO Office

- ✓ Prepared and circulated agendas and meeting materials.
- ✓ Provided administrative support, event planning and travel arrangements for the Director.
- ✓ Interpreted and edited operating policies and procedures for employees.



Safwa – June 2017 to December 2018

Data Entry

- ✓ Transfer data from hard copy to a digital database.



Kandil for Pharmaceutical and Medical Supply – July 2015 to May 2017

Secretary

- ✓ Greet visitors and direct them to the appropriate departments or individuals
- ✓ Answer telephones and respond to inquiries via telephone or email
- ✓ Book meeting rooms, set up conference calls and take messages and minutes during meetings
- ✓ Perform administrative tasks, including filing and photocopying
- ✓ Write emails, memos and letters.
- ✓ Implement and/or develop office procedures and record systems



Kandil for Pharmaceutical and Medical Supply – July 2015 to May 2017

Sales Representative

- ✓ Answering client questions about credit terms, products, prices, and availability.
- ✓ Maintaining client records.
- ✓ Preparing and submitting sales contracts for orders.
- ✓ Preparing weekly and monthly reports.

Languages

English (Good)

Arabic (Fluent)