

Maysaa Mohammed

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OBJECTIVE:

To work in a well-established, respectable, and well-organized firm, where I can perform my duties within a challenging and creative environment.

SKILLS & ABILITIES:

Organizational Development, Administration, HR Planning & Recruitment and HR Management

EXPERIENCE:

Administrative Manager & CEO Assistant

Universe. For Computer - Mirsan Factory– www.mirsanrack.com/en/

NASR CITY www.universe-eg.com

August 2017 – Until Now

- Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.
- Answering phone inquiries, directing calls, and providing basic company information
- Comfortable performing clerical duties, taking memos, maintaining files, and organizing documents. Photocopying, faxing, collating, etc., as needed.
- Arranges travel, accommodation, itineraries, and all correspondence related to arrangements as needed.
- Plans/organizes and implements events such as meetings, business luncheons, or client dinners
- Manages executive schedule and acts as liaison for executive team
- Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence for meetings
- Handles confidential information; organizes and maintains files
- Prepares information and research for executive needs
- May help plan company events, meetings, and employee team building activities or special projects

HR AND ADMINISTRATION MANAGER **Al-Maalem International Company**

Smart Village, Giza, Egypt

JULY 2015 – JULY 2017

- Creating Policies and Procedures Manual
- Recruitment in both Cairo & KSA branch
- Enhancing Employees' Compensation and Benefits plan
- Starting to perform an Employees' Engagement survey on annual bases, with Action Plan Creating and implanting a Performance Management policy.
- Maintain Office Services
- Supervise Admin Office Staff and Employees
- Maintain Office Efficiency
- Doing the monthly payroll
- Supervise Attendance and re-arrange employees' files and records.

Office Manager - CEO Office

First Co. (Seldar Misr) Four Season Hotel Owner
Mohndseen, Giza, Egypt

Jan 2011 – March 2015

- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Coordinating and managing appointments, meetings, and the conference room schedule to prevent duplicate bookings.
- Performing bookkeeping tasks such as invoicing, monitoring accounts receivable, and budget tracking.
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Purchasing office supplies, equipment, and furniture.
- Overseeing the maintenance of office facilities, and equipment.
Performing other relevant duties when needed.

Clients Account Manager

Egyptian Emirates Securities Company (EEG)
Mohndseen, Giza, Egypt

Feb 2005 – Dec 2010

PR (Public Relations Officer)

Al Ahram Beverages Company
Giza, Egypt

April 2001 – Jan 2005

- Education & Training

- **HR DIPLOMA, Cairo University 2015**
- **Certified training in capital markets, treasury, and portfolio management**
- **British Council English for Business**
- **ICDL - International Computer Driving License (Microsoft Office – Windows – Internet)**
The Higher Institute of Social Work in Cairo, 1999