



MARIE GEORGE WILLIAM

OBJECTIVE

- To find a career building opportunity within a respected organization that fully utilizes my experience and skills.
- To be a part of a well-organized team that provides commitment to perform High work quality & to have a career that is full of challenges.

SKILLS & ABILITIES

- Leadership
- Creativity
- Management
- Problem Solving
- Decision Making
- Customer Service Skills
- Teamwork Skills
- Collaboration
- Stress management
- Attention to detail
- Hard worker - Self-aware

VITALS

Moharam Bek, Alexandria

T: 01229978948

E: mariegeorge20@gmail.com

LinkedIn: <http://linkedin.com/in/marie-george-58b29b191>

EXPERIENCE

NORTH STAR LOGISTICS, OFFICE MANAGER FROM 1 MAY TO PRESENT

- Handling travel reservations in-house and overseas.
- Monitor and maintain office supplies inventory.
- Managing meetings, agenda, events and plans.
- Coordinate with IT department on all office equipment.
- Managing the organization's HR function by keeping personnel records up to date, arranging interviews and so on.
- Design and implement filing systems.
- Manage internal staff relations

NTM GLOBAL, CUSTOMER SERVICES ADMINISTRATOR

1 MAR 2018 TO 15 APR 2021

- Handling travel reservations in-house and overseas.
- Monitor and maintain office supplies inventory.
- Coordinate with IT department on all office equipment.
- Answer telephones and respond to inquiries via telephone or email.
- Follow up customers and their complaints; ensuring that customer's requests are attended to accordingly.
- Passing enquiries on to a specialist who can take things further.

EL EMAD TRANSPORT, SECRETARY & CUSTOMER SERVICES ADMINISTRATOR

1 AUG 2016 TO 28 FEB 2018

- Handling travel reservations in-house and overseas.
- Monitor and maintain office supplies inventory.
- Coordinate with IT department on all office equipment.
- Answer telephones and respond to inquiries via telephone or email.
- Follow up customers and their complaints; ensuring that customer's requests are attended to accordingly.
- Passing enquiries on to a specialist who can take things further

PETIT GIRARD KINDERGARTEN, FRENCH & ART TEACHER

11 AUG 2014 TO 30 JUN 2016

- Create lesson plans to teach students subjects, such as reading, science, and math using Montessori methods.
- Observe students to evaluate their abilities, strengths, and weaknesses.
- Supervise children outside of the classroom during the recess.
- Developing students' drawing, coloring, and painting techniques.
- Organizing and planning events for kids.

ST. GEORGE CHURCH KINDERGARTEN, FRENCH TEACHER

1 NOV 2013 TO 30 MAR 2014

- Provide basic needs for children.
- Provide tools and resources for children to use and explore during learning and play activities using French language.
- Teach students how to interact with others.

PEARL TRAVEL AGENCY, TRAVEL AGENT

1 DEC 2012 TO 30 SEP 2013

- Making travel and accommodation reservations
- Work with clients to determine their traveling needs.
- Book transportation and hotel reservations on behalf of clients.
- Collect payments and pay fees.
- Resolve travel issues, complaints, and refunds.

EDUCATION

BACHELOR OF TOURISM AND HOTELS MANAGEMENT, EGOTH TOURIST STUDIES DEPARTMENT.

Degree: Good, July 2012

Graduation Project grade: "Excellent"

CERTIFICATES

- Office application: Course in Microsoft ICDL certificate. - Certificate from The Arab Academy for Science, Technology & Maritime Transport in the training program of Ticketing
- Certificate of Netherlands Training Center oh Human Development (NTC-HD).