

# May Abdel Basset Reyad

<b>Career Objective</b>	Seeking a responsible and challenging position in a reputable organization where I can demonstrate my creational talents and interpersonal skill using my technical background, previous training/work experience.
<b>Personal Information</b>	<b>Mobile Number:</b> +201008579994 <b>Home Numbers:</b> 02 33364505 <b>Nationality:</b> Egyptian <b>Date of Birth:</b> 18 <sup>th</sup> of August 1986 <b>Place of Birth:</b> Cairo, Egypt <b>Address:</b> 53 Amman street from Michael Bakhoum - Dokki -Giza <b>Status:</b> Married <b>E-mail:</b> may.reyad@hotmail.com
<b>Education</b>	<b>Cairo university faculty of commerce.</b> <b>BACHELOR'S DEGREE IN commerce accounting section 2009.</b> <b>GRADE:</b> Good.  General secondary certificate: (Sphinx language school).
<b>Languages</b>	Arabic (Mother Tongue) - English (Fluent) - French (Fair).

**Work  
Experience**

**Summer Training:**

**Ahly National bank (2006-2007)**

**Job Title:**

Teller Assistant

**Barclays bank (2007-2008)**

**Job Title:**

Personal Banker.

**Work experience:**

**Barclays bank (September 2009-September2011)**

**Job Title:**

Account Opening Officer.

**Responsibilities:**

- Open accounts for retail and premier customers.
- Open payroll accounts and staff accounts
- Give Training sessions for colleagues in branches.
- Check compliance samples.
- Doing any modifications on customer's account.

**Egypt Kuwait Holding Company:**  
**January2012 –December2014**

**Job Title:**

Administrative Assistant & HR-Communication.

	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>-Type correspondence, reports and other documents.</li> <li>-Maintain filing and retrieval system.</li> <li>-Open and distribute the emails.</li> <li>-Take minutes at meetings.</li> <li>-Distribute minutes.</li> <li>-Setup and coordinate meetings and conferences.</li> <li>- Maintain and distribute staff weekly schedules.</li> <li>- Coordinate repairs to office equipment.</li> <li>- Maintain confidential records and files.</li> <li>- Maintaining and developing EKH's Website, by ensuring that it is regularly updated with EKH portfolio companies' quarter news and with all relevant information for the communities in which EKH is operating.</li> <li>- Handling the design, editing and publishing of EKH 's yearly Annual Reports, Newsletters and Sustainability Reports.</li> <li>- Developing, setting and coordinating the content and production of EKH documentary movies.</li> <li>- Coordinating public relations projects and maintains regular contact with agencies and other suppliers.</li> <li>- Setting EKH's corporate social responsibility (CSR's) projects.</li> </ul>
	<b><u>Recent Position:</u></b>  <b><u>British Council: (Part Time)</u></b> <b><u>May 2018 – June 2019</u></b>  <b><u>Job Title:</u></b>  Invigilator.
	<b><u>Responsibilities:</u></b> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 5px 0;"></div> <ul style="list-style-type: none"> <li>-Ensuring all candidates have an equal opportunity to demonstrate their abilities.</li> <li>-Ensuring the security of the examination before, during and after the examination.</li> <li>-Preventing possible candidate malpractice.</li> <li>-Preventing possible administrative failures.</li> <li>-liaising with the examination officer and senior invigilator.</li> <li>-Give all their attention to conducting the examination properly.</li> <li>-Be able to observe each candidate in the examination room at all times.</li> </ul>

<p><b>Skills</b></p>	<p><b>Technical skills:</b></p> <ul style="list-style-type: none"> <li>• Persistent and flexible approach to the mutually beneficial achievements of business plans and personal goals.</li> <li>• Dedicated to maintaining high quality standards.</li> <li>• Integrity, initiative, business focus &amp;problem solving.</li> </ul> <p><b>Computer Skills:</b></p> <ul style="list-style-type: none"> <li>• Microsoft office.</li> </ul> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Respect and appreciate teamwork.</li> <li>• Able to work under pressure.</li> <li>• Time management skills.</li> <li>• Good communication skills.</li> </ul>
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