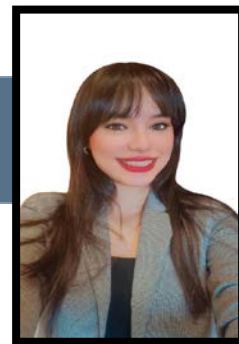


SARA REDA MOHAMED



New Cairo, 5th settlement, Egypt
+201119546665
Sarareda3736@gmail.com

OBJECTIVE

Seeking a Challenging position in a well-established business entity Through which I can start my practical experience and enhance my personal expertise Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

EXPERIENCE

CEO ASSISTANT - EL ARABI PHARMA GROUP, EGYPT - JAN 2022 – PRESENT

- Prepared weekly employee work schedules to meet operational needs.
- Updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Drafted agendas, recorded minutes and generated documents to facilitate meetings.
- Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Executed record filing system to improve document organization and management.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Booked airfare, hotel, and ground transportation to coordinate office travel.

CEO ASSISTANT - EL NASSAEM HOSPITAL, EGYPT - JAN 2021 – DEC 2021

- Drafted correspondence and other documents for CEO and department heads in company's voice.
- Assisted development and implementation of new administrative procedures.
- Developed strategies to streamline and improve office procedures.
- Created and maintained databases to track and record customer data.
- Processed customer orders accurately and within agreed timeframes to meet service standards.

SARA REDA MOHAMED

SALES REPRESENTATIVE - CARMA DEVELOPMENT, EGYPT - JAN 2020 – DEC 2020

- Generated new sales leads to achieve and exceed monthly sales goals.
- Attended monthly sales meetings and quarterly sales trainings.
- Increased sales with execution of full sales cycle processing from initial lead processing through conversion and closing.
- Prepared merchandise for sales floor by pricing or tagging.
- Assessed customer needs and utilized suggestive selling techniques to drive sales.
- Negotiated prices, terms of sales and service agreements.

EDUCATION

BUSINESS ADMINISTRATION, PHARAOHS ACADEMY • EGYPT • 2021

COURSES & TRAININGS

- Advanced Customer Service
- Basic Leadership Skills
- Executive Secretary to Office Manager

SKILLS & ABILITIES

- Microsoft Office
- Knowledge of business principle.
- Knowledge of information and communication management.
- Great attention to details.
- Problem analysis and problem-solving.
- Entrepreneurial & Decision Making.
- Coaching skills.
- Time Management
- Self-awareness.

LANGUAGE

- **ARABIC** :- Mother Tongue
- **ENGLISH** :- Very Good