

CURRICULUM VITAE

PERSONEL DATA:

Name : Hadeer Adel Abdel Aleem
Address : The king of Faisal st - Arish - Giza
Email Address : headeeadeel@gmail.com
Phone No. : 01007896080
Nationality : Egyptian
Religion : Muslim
Date of Birth : 2nd July, 1991
Family Status : single
Foreign Language : English (good)
Academic Qualification : Libraries, documentation and information
Faculty Of Arts – Cairo University.
Graduate Date : July 2012
Current Job : Office Manager.
Computer skills : Very good

Courses Taken related to work:-

1. **Icdel 2009**
2. **Php and my SQL 2012**
3. **graphic designer 2017**

Computer skills :

- Excellent knowledge of computer.
- Able to use MS office applications
- Able to use graphic applications
- Excellent knowledge of computer Hardware, Software.
- Daily internet user

List of previous employment :-

From jun 2015 to up to date

Office Manager At (EGCO) General construction company

Employer's Name: General construction company (egco).

Duties:

- Organizing coordinating and preparing the chairman daily schedule.
- Organizing , coordinating and maintaining the chairman files as hard copies and pc documents
- Organizing , saving and maintaining the central archive of the company arranging personal communications for the chairman
- Following up internal and external correspondences and making sure they reach the right destination in due time.
- Cooperating contributing to and supporting the secretarial work in different sectors inside the company.
- Designing forms for faxes letter internal memoranda English and Arabic
- Files information alphabetically, numerically according to office procedure to maintain organized and accurate filling systems so as to maintain easy retrieval of documents.
- Assist in tenders
- Dealing with guests and understanding their needs in case of and claim

From June 2014 to July 2015

Executive secretary at North Africa for real estate investment

Employer's Name: North Africa for real estate investment

Duties:

- Organizing coordinating and preparing the Managers daily schedule.
- Organizing, coordinating and maintaining the Managers files as hard copies and pc document
- Organizing, saving and maintaining the central archive of the company arranging personal communications for the Managers
- Following up internal and external correspondences and making sure they reach the right destination in due time.
- Cooperating contributing to and supporting the secretarial work in different sectors inside the company.
- Designing forms for faxes letter internal memoranda English and Arabic

- Files information alphabetically, numerically according to office procedure to maintain organized and accurate filing systems so as to maintain easy retrieval of documents.
- Dealing with guests and understanding their needs in case of and claim

From spt 2012 up to jun 2013

Teacher at sphinx language school

Employer's Name: sphinx language school

Duties:

- Arabic Language Teacher for first primary class

From jun 2011 to dec 2011

- **I trained at libraries at cairo university**

From Jan 2010 to dec 2010

- **I trained at Gulf of Suez Petroleum Company (GUPCO)**

Hadeer Adel