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| Nancy El Shenawy  Heliopolis, Cairo, Egypt · +201271904010  nanoshenawy6@gmail.com |
| Efficient and experienced Office Manager and Administration Professional with over 15 years of experience in managing and optimizing day-to-day office operations and administration. A highly dependable and ethical leader, adept at blending advanced organizational, technical, and business acumen to drive operational and service excellence. Possessing a strong track record of improving office processes, streamlining workflow, and increasing productivity, while ensuring compliance with organizational policies and procedures. Skilled in budgeting, forecasting, and financial management. Adept at leading cross-functional teams and fostering a positive work environment. Strong communicator with excellent leadership, problem-solving, and decision-making abilities. Proficient in Microsoft Office Suite and experienced in implementing and maintaining office systems. Committed to maintaining a professional, friendly, and welcoming office environment. |

# Experience

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| 2022 till nowSales manager , Suez Canal Life insurance |
| 2018 – 2022Office Manager, Al Qubtan Heavy Equipment |
| 2016 – 2017Office Manager, Farolex Shipping and General Trade2015 – 2016Office Manager, Gasbar Travel2010 – 2015Office Manager, Club Aldo2007 – 2010Office Manager, Commerce Co2004 – 2007Secretary, Direction Advertising |

# Education

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| may 2004Faculty of arts - Sociology, Ain shams university |

# Professional Skills

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| * Documentation and control * Policy and Procedure Modification * Expense Reporting * Team Leadership * Office management * Staff Management * Budgeting | * Performance improvement * Sorting and labeling * Workflow planning * Travel coordination * Organizational skills * Mail handling * Administrative support |

# Computer Skills

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| * Excellent knowledge MS Office * Email and Calendar Management * Windows OS |  |

# Languages

**Arabic:** Fluent

**English:** Fluent

# Personal Information

**Nationality:** Egyptian

**Date of Birth:** 02-Feb-1983

**Marital Status:** Married