

**Address**  
Cairo, Egypt

**Contact**  
+20122123844  
Maryam.rafft@gmail.com

## PROFILE

My goal is to become an accomplished person and to prove myself in my field of work and my Technical skills and I want to learn more and advance even more.

## EDUCATION

2009 - 2013  
**Bachelor of Arts Oriental Language**  
**Helwan University, Egypt**  
Major: Hebrew

## SOFTWARE SKILLS

Microsoft Office 

## LANGUAGES

Arabic   
English   
Hebrew 

# MARYAM RAAFAT YOUSSEF

HR Office Admin & Receptionist

## EXPERIENCE

06.2018 - present

### Sabbour Consulting

HR Office Admin & Receptionist

- Scheduling tests, interviews and all-purpose meetings with candidates.
- Assisting the Recruitment Team in screening candidates over the phone.
- Welcoming new hires on their first day and making sure they have everything they need to start their new role.
- Delivering reports on recruitment for the HR Manager.
- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Booking airline tickets and hotel reservations for employees
- Receiving and sorting daily mail.
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
- Update calendars and schedule meetings.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing job requirements.

09.2015 - 06.2018

### Egyptian Engineering Industrial for Hotel Equipment

Assistant Maintenance Manager

- Arranging the appointments and Following up the instructions given by the GM with the Maintenance Department and Filing system and Issue invoices.
- Arranging for meetings of the boss and attending to take notes.
- Handle complaint calls from the different clients for the maintenance dept.
- Send the needed requirements (spare parts- catalogues) to the logistics department.
- Coordinate with the sales department to provide the client with the best service.

08.2014 - 09.2015

### Egyptian Engineering Industrial for Hotel Equipment

HR Office Admin & Receptionist

- Handle telephone calls. "Answering phones and transfer to different departments".
- Writing daily report and send it to my manager and sales department.
- Filing system and Attend exhibitions.