

• Contact

-  New Cairo, Egypt
4770001
-  01001761922
-  sebaismail581922@icloud.com

• Skills

Database maintenance
Office administration
Meeting support

• Languages

English : good command of
writing and speaking
Arabic : as a mother tongue



Seba Ismail

Profession

Dedicated Office Assistant with over 6 successful years of clerical experience in busy office environments achieving superior levels of administrative effectiveness. Excels in telephone support and greeting arriving visitors. Strong knowledge and history achieving high data output.

• Work History

Secretarial

Al Faruq Publishing House, Cairo

- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.
- Received and sorted incoming mail and packages to record, dispatch, or distribute to correct recipient.
- Executed record filing system to improve document organization and management.
- Managed relational database to store information for reference, reporting

Marketing Field

El Motaheda For Pharmacists, Cairo

- Stayed up-to-date with market happenings to make suggestions for new tests and launches to drive growth.
- Created models to track program success and drive continuous improvement.
- Ran organic and paid social media campaigns.

Real Estate Sales

Free Lancer

- Communicated with clients to understand property needs and preferences.
- Generated leads for sales and rental properties through cold calls and referrals.
- Worked closely with clients to facilitate appropriate loans, inspections, and credit reports.
- Wrote listings detailing and professionally highlighting property features to increase sales chances.

• Education

2009-09 -
2013-03

Bachelor's Degree: Computer and Management Information System

Sinai Academy - Sinai
Have ICEDL Course From Sinai Academy