



ABOUT ME

Highly organized and detail-oriented Administrative Assistant with over 6 years of experience in effectively managing office operations and providing exceptional administrative support. Proven ability to prioritize tasks, maintain confidentiality, and communicate effectively with all levels of staff. Seeking to utilize my skills and contribute to a dynamic team environment in a challenging administrative role.

SKILL

Organization and prioritization

Efficient communication

Proficient in Microsoft Office

Attention to detail

LANGUAGE



Arabic



English

HOBBIES



Feeling the music



Capturing moments



Gym & Sports

HAGER MOHAMED.

ADMINISTRATIVE COORDINATOR

CONTACT

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Alexandria, EGYPT

EXPERIENCE

2019-2024 ADMINISTRATIVE COORDINATOR

Al-Fayroz Academy

- Managed and maintained complex calendars for senior executives, ensuring all appointments, meetings, and travel arrangements were coordinated efficiently and accurately.
- Streamlined office operations by developing and implementing new filing systems, resulting in improved accessibility to important documents and increased efficiency in retrieving information.
- Assisted in organizing and coordinating events, including conferences and team-building activities, by effectively managing logistics, communicating with vendors, and ensuring smooth execution.
- Conducted extensive research and compiled detailed reports on various topics, providing valuable insights and assisting management in making informed business decisions.

EDUCATION

2017-2021 **Bachelor of Arts**
Alexandria University