

Nahla Mohamed Abd El-Samed



I have the pleasure to present myself to you through my curriculum vitae & I hope that my experience meets your requirements for the intended career.

Personal

Information

Address	3 El-Shahed Shaban st. Sidi Basher
City	Alexandria
Mobile No	01023222580
E-Mail	Nahlaabdelsamad@yahoo.com & Nahlaabdelsamad@Gmail.com
Marital Status	Married

Education

Educational Attainment	B.Sc. Management Information Systems
Date Of Graduation	May 2007
Grade Of Graduation	Pass
Division	Arab

Experience of Work

- **Sales coordinator & office manager** at Nile Medical Group company from 2020 till now
- **Operation Specialist / Data Entry** at Dream hospital from 2019 to 2020 , el Reyada hospital from 2016 to 2017, Middle East Company for Chemicals from 2013 to 2016, International Hospital for Urology & Nephrology from 2011 to 2013, Misr International Hospital from 2010 to 2011
- **Marketing Representative** at Thebes Academy from 2005 to 2007
- **IT Director Assistant** at International Hospital for Urology & Nephrology from 2008 to 2010
- **Computer Teacher** at the Hadad school from 2007 to 2008
- **Freelance marketer** from 2004 to 2007.

Job Description as Sales coordinator & office manager:

- Provide administrative assistance to the company's team and Personal assistance to the sales manager.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Handle confidential documents ensuring they remain secure.
- Create and maintain the appropriate filing system and coordinate between different departments....etc
- Coordinate with the other departments in achieving the company goals as much as she can.
- Identify office needs to purchase then coordinate with suppliers and get suitable offers.
- Processing the required documents for registration and follow-up with messenger the steps for delivery to the required authorities.
- Tracking the arrival of shipments sent or received by the company.
- Keeps management informed by reviewing and analyzing special reports; summarizing information.
- Record monthly attendance, monthly petty cash report and send it for the HR manager by the end of each month.
- Update appointment calendars and schedule meetings/appointments.
- Perform other clerical administrative duties such as filing, photocopying, collating, faxing, calls, etc.
- Attend meetings to take meeting points if required.
- Perform any other requested tasks.
- Maintains safe and clean reception area by complying with regulations.
- Assure the payment of the company's monthly bills on time.
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies

Job Description as an Operation Specialist & Data Entry:

- *Collecting and entering data in databases and maintaining accurate records of valuable company information.*
- *Maintaining accurate, up-to-date and useable information in our systems*
- *Insert customer and account data by inputting text based and numerical information from source documents within time limits*
- *Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry*
- *Review data for deficiencies or errors, correct any incompatibilities if possible and check output*
- *Research and obtain further information for incomplete documents*
- *Apply data program techniques and procedures*
- *Works on **Prime care ,Sotec and Clini com programs***

<i>Others</i>	<i>Computer skills</i>	<i>languages</i>
<i>Type</i>	Microsoft office	English
<i>Level</i>	Excellent	Good

Thanks