

# SOBHY HASSAN

## Administrative Manager

Results-oriented administrative manager with a proven record of accomplishment of excellence in optimizing organizational efficiency and financial performance. I bring a strong blend of strategic planning, budget management, and administrative expertise to drive operational success.



### PROFESSIONAL EXPERIENCE

#### City Timo Cafe, Kuwait

Administrative manager | 2020 - Present

- Oversee and manage the daily operations of the office, including administrative support, facilities management, and resource allocation. Ensure efficient workflow, organize workspaces, and maintain a productive and professional environment.

#### City Timo Resto Cafe, Kuwait

Manager | 2017 - 2020

- Oversee the day-to-day operations of the coffee shop, including managing inventory, ordering supplies, and ensuring a consistent supply of high-quality coffee beans and ingredients. Monitor and maintain equipment to ensure optimal performance and efficiency.

#### KFC branch, Kuwait

Team manager | 2015 – 2019

- Supervise and manage a team of employees, including assigning duties, providing guidance, and monitoring performance. Foster a positive work environment, promote teamwork, and motivate team members to deliver exceptional customer service.
- Oversee day-to-day operations of the KFC restaurant, ensuring adherence to brand standards, food safety protocols, and quality control measures. Monitor and maintain inventory levels, including ingredients, supplies, and packaging materials.

#### Advertising Company, Kuwait

Company manager | 2013 - 2015

- Develop and implement strategic plans and initiatives to drive business growth and achieve revenue targets. Conduct market research, analyse industry trends, and identify opportunities for expansion and competitive advantage.

#### Memaar Al Morshedy Company

Sales Representative | 2011 - 2012

- Collaborate with clients to understand their needs, preferences, and budgetary considerations. Present suitable property options and negotiate terms, prices, and contract details. Guide clients through the sales process, overcome objections, and facilitate successful property closings.

#### EMEK Pharmaceuticals, Tanta Branch

Sales Representative | 2009 - 2011

- Manage a designated sales territory, including planning and prioritizing sales activities to maximize customer coverage and achieve sales targets. Develop and execute a territory sales plan, including scheduling appointments, conducting product presentations, and organizing promotional events.

#### ❖ A statement of the work that you participated in as an administrative and financial manager

"Tisbah Al-Khair", starring **Tamer Hosni**, directed by **Mohamed Sami** and produced by **Talent Media Production**

"Al Badla", starring **Tamer Hosni**, directed by **Mohamed El Adl**, and produced by **Talent Media Production**

"Casablanca", starring **Amir Karara**, directed by Peter Mimi, and produced by **Talent Media Production**

"Ahl al-Kahf", starring **Khaled El Nabawy**, directed by **Amr Arafa**, and produced by **Talent Media Production**

"Metro movie", starring **Hiyam Jabai**, directed by **Ahmed Al-Shoroubji** and produced by **I-Vision Production**

"Al-Mostakhbi", starring **Mohamed Metwally**, directed by **Ahmed Shaheen**, and produced by **I-Vision Production**

### EDUCATION

MBA in Administrative Sciences and Human Resources | **2023 - Present**

Administrative Sciences Diploma

Bachelor of Laws | General Merit: Good | **2010**

### TRAININGS

ICDL Certificate in Informatics & Technology Fields

Columbus training College USA | 2019 – 2023

The specialized and in-depth course for the preparation of international Arab arbitrators in administrative contract disputes, investment contracts, oil contracts, construction and contracting contracts

Egyptian International Arbitration Centre | 2015

General course for the preparation of the arbitrator

Ain Shams Law Center for Arbitration and the Egyptian International Arbitration Center

### CONTACT

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🇪🇬 Egyptian

### LANGUAGES

Arabic : Native Language

English : Advanced Level

### SKILL HIGHLIGHTS

- ❖ Problem Solving Skills
- ❖ Critical thinking skills
- ❖ Flexibility
- ❖ Communication skills
- ❖ Teamwork
- ❖ Organization Skills
- ❖ Creativity
- ❖ Emotional Intelligence.

### GROUP OF CONCERTS

- ❖ Amr diab
- ❖ Mohammad Hamaki
- ❖ Tamer Hosny
- ❖ authenticity
- ❖ Amr Khairat
- ❖ Ramy Sabry
- ❖ wigs
- ❖ Marwan Pablo
- ❖ melodies
- ❖ And many other concerts inside and outside Egypt