**Mohamed AbdelHamid Ali**

📍 Address: 5 – Bayoumi Elshahat St. – 20th - Ain Shams, Cairo

📞 Mobile: +20 111 484 6059

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🎂 Date of Birth: 14 August 1988

💼 Marital Status: Married

 **Career Objective**

Dedicated and highly organized executive secretary with over 9 years of experience in administrative support, document management, and front-desk operations. Proven ability to manage tasks efficiently, work under pressure, and contribute to a professional team environment. Seeking to contribute my skills to a reputable organization.

 **Professional Experience**

🔹 Executive Secretary – National Group for Integrated Solutions (NGIS)

 Jan 2016 – Present

 - Handling day-to-day administrative operations.
 - Coordinating appointments and scheduling meetings.
 - Preparing reports and official correspondence.
 - Managing filing systems and data entry tasks.

🔹 Secretary and Receptionist – Nutri Life Clinic

 2013 – 2015

 - Welcomed patients and scheduled appointments.
 - Maintained patient records and managed front desk operations.
 - Assisted in basic administrative tasks.

 **Education**

🎓 Bachelors of Management Information System – Class of 2013

 **Skills**

✔ Time Management

✔ Hardworking and Reliable

✔ Able to Work Under Pressure

✔ Problem Solving

✔ Computer Skills (MS Office, Internet, Typing, Basic Troubleshooting)