



Soha Ahmed Hamam

Office Manager

CONTACT INFO

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MORE ABOUT ME

Date of Birth: 26-9-1984
Marital status: Married
Nationality: Egyptian

LANGUAGE

Arabic: Native
English: Good
Writing & Speaking

SKILLS

COMPUTER SKILLS

- Microsoft Office
- Networking
- Internet

INTERPERSONAL

- Communication
- Numerical
- Teamwork
- Handling multitasks at the same time
- Work under stress,
- Make quick decisions

EXECUTIVE SUMMARY

Over a 15 year career in Executive Secretary and Office Managing, I have played many roles on the career, Organizing files and documents related to the work of the administration, presenting the suggestions submitted by the company's employees to the manager, as well as the complaints, where I have found my biggest passion.

WORK EXPERIENCE

Office manager for the head of the Administrative

2015 – 2020

Responsible for the general services of the H.O group and the maintenance, engineering and procurement sector.

- Organizing work in the office.
- Determine the times of interviews with the manager according to the agenda.
- Organizing files and documents related to the work of the administration.
- Receiving all messages, faxes and calls and presenting them to the manager at the appropriate times.
- Attending meetings to present the agenda and take notes and results.
- Follow up the implementation of administrative decisions by communicating with all other departments.
- Submitting periodic reports on the general situation of work and employees.
- Ensure the follow-up of new employees to determine the extent of their effectiveness and interaction with the work.
- Presenting the suggestions submitted by the company's employees to the manager, as well as the complaints.

Executive Secretary to the Head of the Administrative

2012 – 2015

- Responsible for the group's general services, security, engineering, maintenance and procurement sectors

Executive Secretary at the United Pharmaceutical Company

2007 - 2012

- An executive secretary at the company of United Pharmacists Company which responsible for obtaining the approval of the producing companies to destroy the goods Expiration with the company and responsible for the executive committees and moving the work to deliver from the branches to the wholesale to collect the goods in one place for destruction

EDUCATION BACKGROUND

Management and Secretarial Institute.