

MAHA ALI OMAR ABD EL AZIZ

Admin Assistant



Details

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Mequias Street, EL Roda, El

Manial, Cairo, Egypt

Mobile: 01005883075

Email : reem21786@hotmail.com

Date of Birth: 21th of July 1986

Marital status: Single

Profile

To become associated with a company or organization where I can utilize my experience and skills and gain further experience while enhancing the company's productivity and reputation.

I am specialized in organizing some of the activities related to administrative Work like prepare meetings, writing letters, sending E-mails or faxes, making travel arrangements, such as booking flights, cars, and making restaurant reservations, solving problems, relieving the workload of managerial staff, establish excellent communication with customers or members and colleagues, proven efficiency with an ability to quickly learn and time management, make a financial reports, establish a database and coding documents, Making offers price and quotations. Finally Gathering, supervising and ensuring accuracy of gathered data.

Employment History:

❖ **Administrative Assistant at the head office of the Executive Director at Contact Interiors Company - A contracting company – that specialized in making the glass and wooden partitions, Indoor furniture (Jan 2019 – Till Now):**

- Handling office tasks, such as filing, generating reports, and setting up for meetings, appointments and interviews.
- Making travel arrangements, such as booking flights, cars, and making restaurant reservations.
- Using computer to generate reports, writing minutes from meetings, and make researches on business market – in between- me and the sales engineers.
- Calling the wooden and glass companies to ask about kinds and the cost of the materials.
- Making quotations and offers under the request of customer then send it hand to hand or by E-mail to look and read it then in the case of approval they come to the company to sign the contract with the executive director to start the project.
- Updating and maintaining the contacts database.
- Also receive and send all the letters and mails that belongs to the company
- Ordering supplies that the company needs it from all the different kinds of stationary like files, papers, inks, and more.
- Greet and assist visitors.

❖ **Administrative Assistant at The Management of Supporting Excellence project at Project Management Unit – PMU –Ministry of Higher Education (Dec 2014 – Dec 2018):**

• **The main concept of this project based on:**

Supports the continuous development of the educational and research process in universities with the aim of reaching a self-moving institutional capacity for continuous development in a way that guarantees distinctive competitiveness through offering and financing the following projects: -

- **First: Students participation projects**
- **second: Competitiveness projects in the field of applied scientific research**
- **Third: Innovative Projects for Higher Education Students (IPHES)**
- **Fourth: Developing the administrative staff in universities and qualifying them to obtain the ISO9001-2008 quality certificate.**

- Writing and printing the proposals of these projects and its evaluation forms.
- Setting up for meetings to discuss new contracting projects, coordinated and scheduled the meetings, appointments.
- Making travel arrangements, such as booking flights, cars, and making restaurant reservations.
- Using computer to generate reports, writing minutes from meetings, also receive and send all the letters and mails that belongs to the project, updating and maintaining the contacts database.
- Follow-up and receiving of the quarterly and half-year financial and technical reports required of universities and colleges that have been contracted with the organization.
 - Writing follow-up reports Which are relevant to technical support visits to projects
- Coding and arranging documents in a good and easy way to help the others and my colleagues find any information they need.
- Actively contribute to an efficient, flexible, creative and integrated Programmes Team
- Greet and assist visitors.

❖ **Administrative Assistant at The Labs International Accreditation project (LIAP) at Project Management Unit – PMU –Ministry of Higher Education (Dec 2010 – Dec 2013):**

• **The concept of this project based on:**

Education is the basis for progress and construction in shaping the future, and higher education represents the spearhead in the march of progress. Therefore, continuous development in the higher education system is a necessary matter.

It is worth noting that the international accreditation project for laboratories in higher education institutions aims to:

Supporting higher education institutions to accredit laboratories in the applied fields needed by the productive and service sectors in society, by international accreditation institutions in the field, such as the National Accreditation Council Foundation

www.egac.gov.eg

- Writing and printing the proposals of these projects and its evaluation forms.
- Setting up for Workshops to discuss new contracting projects, scheduled the meetings, appointments, and booking halls for meetings.
- Greet and assist visitors.
- Making travel arrangements, such as booking flights, cars, and making restaurant reservations according to the dates of the workshops.
- Using computer to generate reports, writing minutes from meetings, also receive and send all the letters and mails that belongs to the project, updating and maintaining the contacts database.
- Follow-up and receiving of the quarterly and half-year financial and technical reports required of universities and colleges that have been contracted with the organization.
- Writing follow-up reports Which are relevant to technical support visits to projects
- Coding and arranging documents in a good and easy way to help the others and my colleagues find any information they need.
- Ordering supplies that the office needs it from all the different kinds of stationary like files, papers, inks, and more by dealing with the supply management.
- Receiving the bills from the different companies that I deal with it in order to revision the financial bill with the financial department, then calling the manager of them in order send me the accountant who charge to collect their fees.

❖ **Administrative Assistant at Strategic Planning Unit "SPU" at Project Management Unit – PMU –Ministry of Higher Education (Dec 2009 – Dec 2010):**

• *The concept of this unit based on:*

The Ministry of Higher Education - represented by the Strategic Planning Unit - relied on its experiences - and became keen to adopt a systematic approach in planning education that is based on accurate information about the needs and priorities of the academic sector in Egypt, as well as presenting many reports and studies on the higher education system in Egypt and its responsibilities, trying to determine the strengths and weakness in it and opportunities for improvement, in particular the human resources situation in this country.

From this standpoint, the strategic planning unit began leading the process by proposing various studies for the education sector that would be a starting point in the desired planning process

- Making researches to gather the information that can be utilize our educational studies.
- Writing them in points in to order to send them to my manager and her academic team
- Setting up for Workshops to discuss new studies, scheduled the meetings, appointments, and booking halls for meetings.
- After the workshops and making our first draft copy from the report or study, we send them in order to revise it by a specialized follow-up team with the director of "SPU" and this committee will be headed by the **Minister of Higher Education** in order to gain and obtain the final approval to start publishing and printing the study and start distributing it to academic organizations.

❖ Administrative Assistant at The Head office of the Executive Director of Programme Continuous Improvement Quality and Accreditation (PCIQA) at Project Management Unit – PMU –Ministry of Higher Education (Dec 2007 – Dec 2009):

• *The concept of The “PMU” unit based on:*

The Higher Education Development Projects Management Unit was established to be an independent unit with an independent entity in terms of technical, financial and administrative aspects, to manage and follow up the implementation of the higher education strategic plan projects financed by grants or loans approved by the state or government funding sources that ensure the achievement of higher education development in Egypt.

The beginning of the Project Management Unit since 1990, when some workers were delegated from the Ministry of Higher Education to form the unit's work team, based on the Ministry's obtaining at the time a loan from the World Bank among the grants sent - from UNESCO - and this grant was allocated for the development of higher education and its institutions in Egypt, and its presidency at that time was adopted by Prof. Mohsen Al-Mahdi and his management team, it began to expand in quality and development projects since 1992, when there were many projects such as Developing The Skills of Faculty Members, The project of Quality Assurance and Accreditation, and other projects that were aimed at developing institutions of higher education, and this was among the first stage that moved the level of education, its institutions and faculty members to the better. After that, in the year 2000, the unit applied to the Ministry of Higher Education - which in turn wanted to create a positive environment to improve the quality and efficiency of the higher education system - a request to develop a plan to ensure the continuity of development projects, which made the ministry immediately approve the development of a plan to ensure continuity. It has been divided into three stages as follows:

- A short-term plan that lasted from 2000 to 2002.
- Medium-term plan that lasted from 2000 to 2007.
- A long-term plan that lasted from 2000 to 2017.

Then after the expiration of the short-term plan period, the ministerial decision was issued No. 300 dated 03/13/2003 and it included the Establishment of the Higher Education Development Project Management Unit. After that, ministerial decisions began to be issued with the approaching end of the medium-term plan, where the ministerial decision was issued No. 775 on May 28, 2006 with the modification the legal and administrative system of the Higher Education Development Projects Management Unit, finally and with the start of the long-term five-year plan, Ministerial Resolution No. 3947 was issued on December 31, 2009 the decision comprised the continuation of the work of the Higher Education Development Projects Management Unit, and that is within the framework of the strategic plan to develop higher education, depending on the funds available in the state plan or what is allocated in the framework of international cooperation.

As I mentioned previously, I applied to work in the Higher Education Development Projects Unit in 2007, and I was accepted by the grace of God. When I was first hired, I was in the executive director office headed by Prof. Farouk Abdel Qader "may God have mercy on him" and this period was the beginning of the second phase of the development projects.

It was under the name of "Continuous Development and Qualification Project for Accreditation", and I was assigned the following:

- Setting up for workshops to discuss new contracting projects, scheduled the meetings, appointments, and booking halls for meetings.
- Greet and assist visitors.
- Making travel arrangements, such as booking flights, cars, and making restaurant reservations according to the dates of the workshops.
- Making previous appointment is set with a press agency and they are asked to send a photographer to document the workshops if the attendants are university presidents
- Using computer to generate reports, writing minutes from meetings, also receive and send all the letters and mails that belongs to the project, updating and maintaining the contacts database.
- Coding and arranging documents in a good and easy way to help the others and my colleagues find any information they need.
- Ordering supplies that the office needs it from all the different kinds of stationary like files, papers, inks, and more by dealing with the supply management.
- Receiving the bills from the different companies that I deal with it in order to revision the financial bill with the financial department, then calling the manager of them in order send me the accountant who charge to collect their fees.

Education:

- Bachelor of Tourism and Hotels - Tourist Guidance Department - Helwan University
- Final Grade: Very Good with Honor
- Year of graduation: June 2006 / 2007

Computer, interpersonal and language skills:

- Good Command of MS- office Package (Word- Excel- power point).
- International Computer Driving License "ICDL" through Faculty of Engineering at summer 2009 "Cairo University".
- Perfect command of written and spoken English and Arabic.
- Dictations skills and speed typing.
- Administrative support skills interpersonal
- Arranging meetings, time management and troubleshooting skills.
- Excellent communication skills, working in a team and under pressure.
- Open minded to other's ideas.
- Multitasking skills, fast learner and hard worker.
- Respect the authorities of the organization and its structure.
- Well organized and very good at setting priorities.
- Adhere to the policies and standards of the organization.

References:

Name	Job Title	Mob
Dr. Shrief Mousa	The manager at The Management of Supporting Excellence project at Project Management Unit – PMU –Ministry of Higher Education	01222867353
Dr. Samir Rabie	Consultant at The Labs International Accreditation project (LIAP)at Project Management Unit – PMU – Ministry of Higher	0100777633
Mr. Ibrahim Ghanim	Accountant at Strategic Planning Unit at Project Management Unit – PMU –Ministry of Higher Education	01013984985
Mrs. Fatma Mostafa	Sales Engineer at contact Interiors company	01111220095