

ERINY BOULIS

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EXPERIENCE

04/2022 – PRESENT

• **EXECUTIVE ADMINISTRATIVE ASSISTANT**

UNITECH FACILITY MANAGEMENT

- Issuing Admin affairs budget related with stationary, pantry and utilities.
- To supervise admin affairs in implementing day to day tasks and monthly tasks.
- Manage office operations, including maintaining office supplies and equipment, organizing filing systems, and managing mail and deliveries.
- Answer and direct phone calls, take messages, and manage general email inquiries.
- Coordinate appointments, meetings, and events for the team, and providing logistical support.
- Establishing, maintaining, and updating the filing system.
- Managing office supplies, vendors, organization, and upkeep.
- Coordinating with Admin Manager to solve administrative issues related to internal and external locations.
- Provide general administrative support to the team, including drafting correspondence, filing, and data entry.
- Maintain a professional and welcoming office environment, ensuring all visitors feel comfortable and well-attended to.
- Supervising fleet department according to license cycle, drivers' performance, maintenance operations.
- Assisting in the works of the Commercial Marketing Department, operations management, Human resources department and purchases.
- Perform other administrative duties and special projects as assigned.



08/2021 – 11/2021

- **PROJECT MANAGER ASSISTANT**

CENTER OF PLANNING AND ARCHITECTURAL STUDIES (CPAS)

- Storing and compiling of data and documents both electronically and in paper form.
- Preparing letters, presentation and reports.
- worked on Bright system.
- Write internal communications documents, including handouts and emails, to inform team members of important notices.
- Act as the point of contact and communicate project status to all participants.
- Perform other relevant duties as required.
- Managing department Emails, letters and claims.



- Sending daily reminders to other departments to follow up the projects, which is planned to deliver to clients.
- Daily Communication with other departments to follow up the progress of work.
- Arrange the time of the weekly meetings and preparing minutes of meeting.
- Copying, scanning, and faxing documents, as well as taking notes.
- Perform other administrative duties.

06/2021 – 08/2021

HUMAN RESOURCES ASSISTANT

CENTER OF PLANNING AND ARCHITECTURAL STUDIES (CPAS)

- Maintain the human resource database to ensure that system records are accurately recorded and cross-checked.
- Enters new hire information in the human resource system database to maintain the update.
- Scanning employee documents and updating the filing system.
- Follow-up of candidates' appointments.
- Follow-up and keep the CVs of the candidates received via e-mail and WhatsApp
- Ensures that human resource files and records are maintained in accordance with legal requirements and Company policies and procedures.
- Completes monthly and year-end reports regarding terminations, transfers, and new hires to update the overall records.

09/2019 – 03/2021

- **EXECUTIVE ADMINISTRATIVE ASSISTANT**

SPIRIT TECHNOLOGY

- Overseeing general office operation.
- Preparing letters, presentation and reports.
- Handling Incoming and Outgoing Mails.
- Dealing with correspondence and phone calls.
- Copying, scanning, and faxing documents, as well as taking notes.
- Record points of meetings.
- Preparing letters, presentation and reports.
- Make tax invoices.
- Perform other administrative duties.



EDUCATION

2014 - 2019

BACHOLAR DEGREE, FACULTY OF EDUCATION

SKILLS

- Human Resources.
- Time Management.
- Team Work.
- Data entry.
- Analytical Skills.
- Customer Relationship Management.
- General Administration.

SOFTWARE SKILLS

- Microsoft Office.
- Microsoft Excel.
- Microsoft Word.
- Outlook.
- Power Point.
- Website editing.

LANGUAGES

- Arabic – Mother Tongue.
- English – Very Good.