

# HAIDY MOHAMMAD

Chairman Assistant

**Address** New Cairo, Egypt

**Phone** +2 01030283011

**E-mail** Haidy.mohamed21486@gmail.com

Expertly assists executive team using exceptional communication and organizational skills. Detail-oriented administrative professional with superb people- skills and public relations experience. Business-savvy with excellent decision- making skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Executive Assistant skilled at offering high-level administrative support to director- level staff. Expert in travel management, expense tracking and schedule coordination.



## Skills

- ◆ Ability to meet deadlines and have quick reactions to meet challenges.
- ◆ Excellent communication, interpersonal negotiation abilities and follow-up skills.
- ◆ Ability to handle matters with utmost Integrity and confidentiality.
- ◆ Ability to function well in a high-paced stressful environment and working well under pressure.
- ◆ Solving problems and decision making.
- ◆ Time management.
- ◆ Negotiations skills.
- ◆ Emotional intelligence



## Work History

### Jan 2012 - Administrative assistant

Jun 2016 *Suecal Pharmaceutical Company*

- Review and maintain written and computer files, plus conduct data entry.
- Assist in coordination of administrative functions, including budget, personnel, meetings, and clerical duties.
- Research and collect information.
- Assist with all budget activities, including accounting.
- Responsible for preparation of confidential documents and reports.
- Maintain meeting minutes.
- Coordinate and schedule meetings and conferences.
- Maintain complete stock of all office supplies and accuracy of inventory.

- Connect with building vendors to carry out fixes and improvements.

**Feb 2017 -  
Apr 2021**

### **CEO Personal Assistant**

*Novatec Pharmaceutical Company, Mansoura*

**Aug 2021 -  
Oct 2022**

### **CEO Personal assistant**

*MultiCare Pharmaceutical Company*

**Nov 2022 -  
Current**

### **CEO Personal assistant**

*Arabian Vision For Engineering & Project Management Services, Cairo*

- Managing CEO communications Taking-over the CEO mailing systems "G mail and Outlook" and sort out the mailbox's and develop internal system to achieve full control over the mail systems and address response "on his behalf" in certain occasions
- Define communication channels between CEO and all stakeholders in Egypt & abroad and develop "with the support of the CEO" reporting templates and structure that satisfies the business needs and support the CEO business decisions.
- Behave actively on daily tasks which were lunched through Microsoft task planner, provide guidance on delayed tasks, improper process behavior and support the process improvements, CEO's control over the tasks and its deliverables.
- Attend meeting physically or virtually when needed to take minutes and report on behalf of the CEO on actions needed after the meetings.
- Supporting Running Businesses Supervise and manage administrative tasks
- Follow up with Managing Directors on business performance on regular basis, support the CEO approach on reporting system
- Investigate issues with relevant stakeholder and address it to the CEO with supported documents and initial analysis for decision making
- Manage and maintain the CEO's calendar and assist in planning appointments, board meetings, conferences, travel arrangements etc
- Act as a liaison between the CEO and other executives, board members, stakeholders, and internal departments.
- Organize, schedule & participate in meetings and appointments, take detailed minutes and notes, and keep track of action items to ensure follow-up and completion
- Preparing documents to sign according to priorities.
- Handle and prioritize all outgoing or incoming correspondence (letters, packages etc.)
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Made large-scale financial decisions and supervised company spending to reduce material losses and maximize profits.
- Addressed employee and managerial concerns and implemented corrective actions to promote compliance.



## **Education**

### **Licentiate of Education and Arts: English Section**

*Tanta University*



## Languages



Arabic: Mother tongue



English: Fluent Spoken, written and read excellent



## Certificates



Certified from the previous company as a part of my development plan.

- Time management.
- Solving problems and decision making.
- Negotiations skills.