

## GENERAL INFO

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Full Name: Marina Sabry Ibrahim  
Date of Birth: 18<sup>th</sup> of June 1995  
Nationality: Egypt  
Marital Status: Single  
Location: Helwan, Cairo, Egypt



## CONTACT INFO

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Mobile: 01212200103  
Email: [marina.sabry.ibrahim@gmail.com](mailto:marina.sabry.ibrahim@gmail.com)

- **Career objective:**

I want to work with good colleagues and director of the undertakings concerned for there to be harmony and harmony at work. And can give and dedication to work

- **PROFESSIONAL EXPERIENCE**

### **Administrative Director Hiring and training staff at AMR ELNAJARY - YES CLINIC EGYPT**

Industry: Health, Wellness and Fitness. Company Size: 11-50 employees Cairo, Egypt

June 2021 to April 2022

- Acting as a liaison between the employees and upper management when it Comes to financial and administrative issues.
- Making changes to increase efficiency in the work place Organizing work place so that the workflow is streamlined.
- streamlined Managing and responding to the social media comments and creating contents.

### **Administration Specialist at Trust clinic**

Industry: Health, Wellness and Fitness. Company Size: 11-50 employees Cairo, Egypt

Sep 2017 to Jan 2022 (5 Years )

- Answer phone calls and redirect them when necessary
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Prepare and disseminate correspondence, memos, and forms
- File and update contact information of employees, customers, suppliers, and external partners
- Support and facilitate the completion of regular reports.

## **Secretary at Intel it solutions**

Industry: Computer Software. Company Size: 11-50 employees Cairo, Egypt

Aug 2016 to Aug 2017 (1 Year)

- Support and facilitate the completion of regular reports
- Develop and maintain a filing system
- Arrange and manage the site survey, maintenance, and installation with our customers.
- Manage the daily/weekly agenda for the technicians.
- Prepare and update Quotations

## • **EDUCATION**

Bachelor's Degree in Bachelor of management and Accounting

Cairo Higher Institute for Computer, Information Systems and Administration, Ecuador

Overall Grade: Fair

## **LANGUAGES**

- Arabic: (Fluent) Mother tongue
- English: (Good) in written & spoken English.

## **SKILLS**

### **Soft Skills**

- Self-motivated
- Able to work within a team
- Excellent communication and problem-solving skills
- Fast learning
- Work under pressure

### **Computer Skills**

- Windows
- Microsoft Office
- Internet and social media

*"Any requested references and documents are available upon request"*