

Gamal Abdel Nasser Taha

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- gnasser80@hotmail.com

▼ Personal Info:

Date of Birth: 13/12/1961
Marital status: Married
Address : Cairo, Egypt
Nationality: Egyptian

▼ Key Qualification

Executive assistant and administrator, processing the management opportunity that utilizes my communication and capable skills to influence organizational growth.
Contribute to the success of the company and its businesses through managing the relationship between the company executives, owners and bod.

▼ Education



– Sep 1990 - Apr 1991

University of Southampton, Higher Certificate in Management and Administration,
The master research is Planning and motivation, result A+



– Dec 1990 - Jan 1991

Oxford University, Skills of English Language Certificate



– Dec 1980 - Sep 1985

King Abdul Aziz University, Bachelor of Arts, English Language, Linguistics



– Jun 1989 - Nov 1989

American University in Cairo, Translation Certificate

▼ Skills

- Managerial Executive capabilities with Administration Skills
- Analytical and problem solving skills
- Decision making skills
- Leadership & motivator
- Presentation Skills
- Multi-tasks
- High Communication Skills and Public Relations
- Translation and Computer skills at a highly proficient level

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▼ Experience



Sept. 2010–till Now
Sukoon International Company
Coordinator of Board of Directors & Share-Holders Affairs

Sukoon International Co. is a Health Care provider, investor and developer; focusing its activities on the health care sector, It aims at developing the long term care in Saudi Arabian to be an anchor of health in the kingdom and the gulf area.

My Responsibilities:

- Arrange Board and all committees presentation packages.
- Organizing the BOD meetings with internal and external entities, and managing the invitations for all members and concerned parties.
- Preparing and distributing BOD Meeting Agendas for all concerned parties.
- Attending the BOD meetings, summarizing and drafting minutes taken during Meetings and sharing them with concerned parties within the company, and following up on decisions and action items resulted from the meeting
- Coordinating with the concerned entities within the company regarding Board members administrative and logistics issues related to the board member's attendance to the meetings such as transportation, accommodation etc.
- Organize Board of Directors meetings, arrange, notify members, writing English/Arabic minutes, and follow up decisions. As well as co-ordinate between Owners and the chairman of Sukoon.
- Cost center for members remuneration.
- Organize Share-Holders Annual Meetings, arrange, writing minutes, follow up, follow up with Ministry of Trade and Industry regarding the Share-Holders meeting. That is by coordination with the company attorney.
- Establishing corporate Governance, Share Holders Register maintenance.
- Publishing annual reports in official gazette
- Coordinate with Zakat and tax authority through the Company External Auditor.
- Preparing Board Members, Company Committees and CEO Agenda annually.
- Disclosing and publishing information about the company to shareholders based on directions from the company's top management
- Ensuring that work activities are carried out achieving the pre-set performance goals.
- Manage relationships between BOD, and the company's management to maintain clear lines of communication.



Oct. 08 –May 09
Nabina Trading Est., Doha, Qatar
Administration & HR Assistant Manager

Is one of the most reputed independent, family owned, Group of Companies in Qatar. Established in 1951. Nabina Group can boast of several diversified business activities in Trading, Manufacturing, Real Estate and Transport.

My Responsibilities:

- Develop, Implement and operate effectively and efficiently Recruitment, Compensation and benefits systems.

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- Plan for Requirement in Co-Ordination with Department Heads and ensure effective sourcing, recruitment, retention and Career Progression.
- Monitoring Training Policy to ensure its effectiveness in achieving Development Objectives.
- Monitoring all government reports
- Build and sustain effective relations with the different government sectors.
- Managing all internal HR reports and tracking reports i.e. vacancy lists, hiring update, termination update, monthly attendance sheets, and vacation tracking sheets.
- Develop and ensure the efficient implementation of Personnel and Administration Policies, systems, communications and procedures. (Medical, housing, transportation, security etc)
- Identify measures and implement organizational development interventions to continuously develop the Human Resources with the division in timely manner to meet business needs. Apply culture transfer and Health Survey Concept to create a Diverse and Inclusive culture in the Organization.
- Manage major changes initiatives in the business from a HR perspective to ensure that change is implemented effectively and efficiently.
- Institutionalize Performance Appraisal and Development Feedback Systems, ensuring that these systems are used with all eligible employees.
- Ensure safety, health and recreation opportunities for all employees.
- Supervises Government Relations Officers and ensures that all assignment handed over to them are timely actioned.
- Organize and coordinates leave schedules with Department and Division Managers in respect to their individual staff and retains a copy with the Group Personnel Department.
- Besides my duties, I managed to plan a strategy, which enabled the establishment to collect most of old credit amounts stuck with customers in Qatar market.



1995- 1997 / 2000- 2008

Ceramica Cleopatra Group, Cairo, Egypt

Office Manager of Chairman

The Cleopatra Industrial Group is a world leader in the production of ceramic tile for the building industry as well as sanitary ware, with 100 million square meters produced per year. The company operates in Egypt with approximately 20 000 employees working in many different production plants, and was founded in 1982 by Mr. Mohamed M. Abou El Enein. The company immediately made a name for itself as a world leader in the industry. The Group has headquarters in Cairo and is organized into 7 key business areas: Industry, Agriculture, Real Estate, Tourism, Media, Minerals, and Mega Projects.

My Duties were Assisting Chairman of Ceramica Cleopatra Group of companies, who is a famous political and industrial personality in Egypt. The group consists of eleven industrial, agricultural and tourist companies. My duties were supervision and coordination between all Cleopatra Group of companies, executing the chairman policies, plans, and reporting to him. Besides:

- Providing administrative support to the chairman.
- Attending & Instant interpreting business meetings.
- Updating the chairman on status of issues before scheduled meetings.
- Arranging and scheduling the Chairman's meetings and appointments
- Sending & receiving correspondences.
- Following up accounts with foreign suppliers.
- Supervise various arrangements before visits.
- Researching & preparing required documents & briefs the chairman accordingly.
- Receiving incoming e-mails & determining which priority matters & alerting the chairman accordingly.
- Acting as A liaison between the chairman & heads of departments and reporting to the Chairman while he is abroad on business trips.

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- Responsible for following up business deals concerning acquiring raw materials, machines, equipment's, moulds, and all other requirements for production.
- Preparing the chairman's schedule for business meetings, & visits for his abroad business trips



1998 - 1999

**Zamil Steel, Egypt, Cairo, Egypt:
Office Manager - Admin. & HR**

The leading supplier of pre-engineered buildings to the African continent, possessing more than 50% of the Egyptian market as well as exporting to more than 30 African nations.

Responsible of Egypt and North Africa Sales Office of Zamil Steel in Cairo,, appointments, meetings translation works, public relation, hotels reservation and flights reservation. Main duties:

- Providing administrative support for the sales department, include:
- Maintain recording systems in accordance with the document control procedures.
- Typing quotations, preparing submittals & documents in accordance to the management guidance.
- Answering incoming calls and inquiries from clients & transmitting messages to sales manager.
- Sending inquiries for local suppliers and processing LPO's.
- Managing sending / Receiving of couriers.
- Processing Payments for local suppliers.
- Following payment collection with the clients and submitting daily report.



1989 - 1992

**Workers University, Cairo, Egypt
Translator and Languages Department Coordinator**

In the framework of the Workers University, technicians and professionals able to compete in the labor market in the areas of management and industry, interested in ensuring and measuring quality and have a culture of labor and enjoy some degree of general culture and knowledge of technological developments and their impact on the environment and society, it consists of the following department

- Public Relation
- Technology Development
- Industrial Relations
- Engineering quality science
- Languages

Besides, I was one of the Steering Committee of the Workers University, My responsibilities was to managing courses, staff, students, Preparing, implementing and evaluating the Placement tests, Curriculum Designing, carrying out all Translation works, public Relations and other administrative duties:

Organization, Leadership and Management

- University Steering Committee Member, representing the English Language Department.
- Review and development of the Language Dept. aims, values, policies, structures, procedures and job descriptions in liaison with whole Language Dept. policies providing the strategic direction for the Language Dept..
- Oversight, line management and support for all teaching and support staff in the Language Dept..
- Giving a professional lead to the Language Dept. Council, staff and students of the Language Dept..
- Knowing and using world-wide educational research and practice to inform and enrich the Language Dept. growth.

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 - Overall Management of Language Dept. self-evaluation and improvement strategies.
 - Full Language Dept. Staff Meetings, Curriculum Committee Meetings and meetings of the Language Dept. Leadership Team.

Development and Deployment of Staff

- Selecting and appointing teaching/ non-teaching staff, within the framework of The British Councils recruitment strategy.
- Exercising creative, effective and efficient deployment of staff to maximize benefits for students.
- Developing an appropriate framework of professional development, and performance management for staff.
- Providing information and discussing issues of staff development and performance with the Language Dept. Council