

Sohaila Mohamed



AREAS OF EXPERTISE

Secretary

Administration

Teaching

Managing

Quality Management (QA)

Quality Auditing

Project Management

Lead Auditor

Internal Audit

PROFESSIONAL

Arabic speaker

English speaker

Arbitration

Human Resources

specialist

Commercial Excel skill

PERSONAL SKILLS

Ambitious

Well-organized person

Self-motivated

Team worker

PERSONAL DETAILS

Address: Al-Agami, Alexandria, Egypt

Mob: 01063687996

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Nationality: Egyptian.

Date Of birth: 10/2/1992

Marital status: Single.

LinkedIn:

<https://www.linkedin.com/in/sohaila-muhmd-31a19a174>

PERSONAL SUMMARY

An enthusiastic and highly motivated individual who has a clear understanding of the role and responsibilities. Having the ability to provide support for multiple concurrent priorities, Sohaila is able to establish, maintain and develop effective working relationships with service users, operational teams, delivery partners and colleagues. She possesses a broad range of technical, personal effectiveness and leadership skills and uses rigorous logic and methods to come up with effective solutions to difficult problems. As someone who is comfortable with and able to effectively cope with change, she has a long track record of making best use of any available resources and techniques. She is currently looking for a suitable position within an ambitious firm where she will be working with industry experts, people who have the skills and experience to make a real difference to her future.

CAREER HISTORY

Al-fadil for import and export – Alexandria, Egypt.

Executive secretary and customer service

October 2013 -2014

Responsible for working closely with the end clients. Was responsible for managing and controlling the cost and cashflow of the firm and helping the teamwork in their daily activities such as stocking goods and organizing appointments between the top management and the clients.

Duties:

- Controlling costs.
- Managing the cash flow.
- Organizing the import and export processes



KEY SKILLS AND COMPETENCIES

Microsoft Office
ICDL
General English language courses
international arbitration and dispute
settlement course
Human Resources course
Commercial Excel
HACCP & FSSM
22000

QMS ISO 9001:2015

Internal Audit 19011

Safety & health 45001

Certificates

Alexandria University

MDC

Judge's club

Arab Academy for science

and Technology

Quality Gurus

Modern science language school – Alexandria, Egypt.

English teacher

August 2014 – September 2017.

Responsible for delivering curriculums to students and giving them the related exercises. Moreover, was responsible for preparing weekly quizzes besides sheets which contain curriculums and exercises.

Duties:

- Teaching Curriculums.
- Preparing sheets and tests.
- Participating in students' activities.

Redwing company for safety tools and equipment –

Alexandria, Egypt.

Translator and Branch manager

October 2018 – November 2021

Responsible for working closely with the different clients and was involving in cost control and tracking the cash flow processes. Also, was responsible for helping the teamwork in their daily activities such as stocking goods and organizing appointments between the top management and the clients and responsible for making quotations for companies.

Duties:

- Cost Control
- Cash flow preparation
- Translate mails and deal with foreign
- Making quotations and deals for companies.

Al-IKHLAS company for plastics Industries – Alexandria, Egypt.

Office Manager of the GM and Projects Coordinator

January 2022- Present

- **Responsible for organizing** meetings and managing databases
- booking transport and accommodation
- organizing company events and conferences
- dealing with correspondence, complaints and queries
- preparing letters, presentations and reports
- supervising and monitoring the work of administrative staff
- processing invoices and managing office budgets
- implementing and maintaining procedures/office administrative systems
- organizing induction programs for new employees
- ensuring that health and safety policies are up to date
- attending meetings with senior management
- assisting the organizations HR and finance functions by keeping personnel records up to date, arranging interviews and updating financial documents.

Quality Assurance Manager:

- Create a QMS ISO 9001 System from Scratch.
- Redesign some of Molds to Develop the Quality of Finished Product.
- Implementing Methods to inspect Test and evaluate Products and Production Equipment.
- Ensuring that Products adhere to Quality Standards.
- Training and managing production Staff in production practices and Quality Assessment of Goods.
- Training and Managing a Team of Quality Specialists and Inspection.

- Accomplished ISO Registration and Developed ISO Procedures

- Supported the Production area by Monitoring the Team, Resolving Technical Issues, and Developing Tooling for Productions.

ACADEMIC QUALIFICATIONS

Alexandria University (2010 – 2020)

Faculty of Law (English department) BA (Hons)

Duties:

Analysis and Assessment
Planning and Organization
Time Management
Supervising
Coordinate Projects

REFERENCES – Available on request.