



- organizing the office layout and maintaining supplies of stationery and equipment;
- maintaining the condition of the office and arranging for necessary repairs;
- organizing and chairing meetings with staff - in lower paid roles this may include typing the agenda and taking minutes, but senior managers usually have an administrative assistant to do this;
- overseeing the recruitment of new staff, sometimes including training and induction;
- ensuring adequate staff levels to cover for absences and peaks in workload, often by using temping agencies;
- carrying out staff appraisals, managing performance and disciplining staff;
- delegating work to staff and managing their workload and output;
- promoting staff development and training;
- implementing and promoting equality and diversity policy;
- writing reports for senior management and delivering presentations;
- responding to customer enquiries and complaints;
- reviewing and updating health and safety policies and ensuring they are observed;
- arranging regular testing for electrical equipment and safety devices;
- attending conferences and training;
- Depending on the organization, duties of the role may extend to the management of social media.

### **24 SEP2006 - 30 August 2007**

- **Work in taamer comp Real Estate marketing (sales).**

5 SEP – 21 SEP 2006 sales advantage (DALE CARNEGIE) Cairo, Egypt 2006

Sponsored by the Future Generation Foundation (FGF).

#### *Training*

- Build the self-confidence to overcome the challenges of selling.
  - Communicate value and sell from a buyer's point of view.
  - Master a consultative selling process to accelerate the sales cycle.
  - Strengthen relationships by building credibility and client loyalty.
- Develop a positive attitude to generate predictable sales results.

### **15 MAY-15 AUG 2006 Skills Acquisition (BBSA) Cairo, Egypt**

**Sponsored by the Future Generation Foundation (FGF)**

#### *Training*

- Developed Language and Computer Skills.
- Enhanced Presentation & Project Development Skills.
- Acquired Basic Business Skills including: Marketing, Sales, Banking, Accounting, Business Correspondence and Report Writing.

### **12 Jun -12 fer 2006**

I finish a diploma in (windows2000-word2000-excel2000-access2000-internet) in kit center.

### **15 Dec2003 -12 Apr 2006**

Work in el Misr Yarn (sales) .

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**Interests:**

Football, reading, and traveling.

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**Personal Information:**

Date of Birth: 5/11/1982.

Marital Status: Married.

Family members: 2 Children's

Military Status: Exempt.