

# Mona Sohil Mokat

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Nationality: Palestinian

Date of Birth: 11 March 1988

Marital status: Single

## **Objective**

Seeking a responsible and challenging position in well known company where I can utilize my skills and extensive experience in management and engineering. My self-motivated personality should assist me to participating in the growth of the company.

## **Experience**

### **Clinic director For 5 Years**

at Al-Rehab Physical Therapy Center -New Cairo - Fifth Settlement

- Preparing work reports.
- Organizing appointments.
- Answering phones and messages and receiving patients and medical representatives
- Attending meetings and writing minutes
- Preparing financial reports and employee salaries.
- Follow up on employees' working hours and hours
- Save documents and files and follow up on them
- Responsible for training new employees
- Schedule and attend interviews.
- Follow up on maintenance contracts between the clinic and maintenance companies for medical tools and devices.

### **Manager Assistant | For 5 Years**

at Masroji Co. Ltd. - Gaza

- Organize office files and Follow-up time management schedule appointments for director / line managers
- Schedule internal and external meetings and write meeting minutes
- Daily mail processing (memos, circulars and administrative documents and transaction reports, memoranda and letters estate management and data collection ... etc.
- Define sales target of representative with managem

- Coordinate and prepare promotional events
- Processing and preparation and printing of official communications between sales, customers and other representatives of the companies.
- Receive faxes and respond to them after their submission to the sales representatives and sales manager.
- Oversee the work requests for new employees who want to join the company and arrange interviews with their sales manager.
- To assist in the processing of training materials.
- Follow-up on the tasks of the employees related to the annual leave and identify the job title and description, etc.
- Processing written definition of new sales representatives of various institutions and companies.
- Follow-up data insertion with sales representatives and enter and update listings received from marketing representatives continuously.
- The processing of rental contracts with customers and follow-up with sales representatives until the completion and signing of contracts between the parties concerned.
- Follow-up maintenance contracts between the company and the maintenance companies, which are the maintenance of plant and Machinery Company.
- Oversee the work of receptionist and reporter

### **Civil Engineer | 23 June 2011 – 22 September 2011**

#### **AL Mahd company- Gaza**

- Work as a civil engineer for a period of 3 months by unemployment program supported by Catholic Relief

### **Education and training Courses**

- Bachelor's degree in Civil Engineering at **Islamic University**  
**Sep 2006– enuJ 2011**
- Excel Advanced Course
- AutoCAD Course
- SAP Courses
- STAAD Courses
- Ms project
- Corel draw

- Reinforced Concrete Design

### **Professional skills and Activities**

- Arabic : Mother Tongue
- English : Intermediate
- **Excellent Computer Skills:** Microsoft Office - MS project – Outlook

Driving License : Available

### **Social Skills:**

- Ability to work under pressure
- Adaptive and creative
- Excellent teamwork
- Good communication skills
- Problem solving and research skills
- Report writing skills
- Leader skills
- Ability to prioritize work

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I hereby declare that all the particulars stated above are true to the best of my knowledge and belief.