

## OBJECTIVE

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Apposition where I can make use of my skills and developing myself to increase my knowledge and to be an effective person in the organization.

## SKILLS

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READING ,LISENING  
MUSIC AND COOK

- OFFICE MANAGER • INSTRUCTIONS COMPANY • 2011 – 2012
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
  - Organize and schedule meetings and appointments
  - Partner with HR to maintain office policies as necessary
  - Organize office operations and procedures
  - Coordinate with IT department on all office equipment
  - Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time

OFFICE MANAGER • UNIONAIR COMPANY • 2012 – 2014

Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands

- Organize and schedule meetings and appointments
- Partner with HR to maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time

OFFICE MANAGER • CONSULTING INTERNATIONAL  
COMPANY • 2015 – 2016

- Manage contract and price negotiations with office vendors, service providers and office lease
- Provide general support to visitors
- Responsible for creating PowerPoint slides and making presentations
- Manage executives' schedules, calendars and appointments
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval and staff transfers

## EDUCATION

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GOOD • SOCIAL STUDY COLLEGE • NASER CITY

BORN: 10/01/1989

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AGE : 30