

Mona Taema

Admin Assistant

Cairo, Egypt

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Objective

I aim to work for a growing company to build my career and earn beneficial experience.

Skills

Relevant skills

Research.

Highly responsible and reliable.

Flexibility and Adaptability.

Creativity.

Leadership.

Customer oriented.

Employee relations.

Critical thinking and problem solving.

Data analysis.

Able to manage and implement social media platforms.

Computer Skill

Advanced

Microsoft office (Word, Excel, PowerPoint and Outlook)

Internet research

Intermediate

WordPress

Video Editing

Languages

Arabic - Native Language

English - Very good

EXPERIENCE

Admin Assistant (January 2019 – Present)

@British international modern school- BIMS

Responsibilities:

- Organizing and maintain files, both hard and soft copy.
- Organizing meeting and recording proceeding as minute as required.
- Organizing events and preparing presentation.
- Working with the head of administration to liaise between department.
- Ability to keep all correspondence and reports confidential.
- Conduct research as required.

Customer service agent (October 2017– November 2018)

@British international modern school- BIMS

Responsibilities:

- Worked as customer service representative handling the customer complains professionally.

Education

(2013 – 2017) Bachelor's degree in accounting department, faculty of Commerce and business administration @Helwan university.

Interests

I enjoy reading My favorite books.
Learning New skills to have more experience.