



PERSONAL INFORMATION

Yasmin H. Afify

 Dubai- UAE
Tel - Whatsapp +971- 565412248

Female | Date of birth 11/08/1982 |

Nationality: Egyptian

Visa Status: Employment Visa, Transferable

Skills: Office Manager, Personal Assistant, Document Controller, Outlook, PowerPoint, Logistics, Shipping, Presentation, Marketing, Orientation, Office Admin, Problem Solving, MS Office, Operations, Accounting, Typing, Mails, Office Clerical functions, Tickets and Accommodation Reservations, Social Media, HR Assistance, Payroll, Attendance, Minutes of a Meeting, Event Organizing, Negotiation, Communication skills, IT Skills

10/2019 – Currently Office Manager and Personal Assistant for the CEO

Happy Land for General Trading Company , Dubai – UAE

**02/018 – 10/2019 Office Manager , Document Controller and Personal Assistant
At SINCO for Oil & Gas (Saudi Company)**

Suez International Nitrate Co – SINCO (Saudi Co.) , Egypt

2016– 2018 Office Manager and Social Media Specialist

Quantum Engineering Company (Canadian) , Egypt

2009– 2016. Personal Assistant to the CEO and for the HR Manager

Al Sakr Trading for Heavy Equipment (German Egyptian) ,Egypt

**2007 – 2009 Office Manager and Logistics Coordinator at Marketing Department
(Multinational Company)**

Grand Industries for Concrete Batching Plants (Qatari - Saudi), Egypt

2005 - 2007

Executive Assistant to the CEO (Multinational Company)
Maggie Metal Corporation (Turkish, American Egyptian co.), Egypt

2000 - 2005

Personal Assistant to the CEO
(Former Minister of Environment Dr. Hoda Yassa)

Training at Technical and Chemical Laboratories (T.C.L.) , Egypt

Responsibilities :

Administration Duties

- Maintains office services by organizing office operations and procedures; preparing correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.

Maintains professional and technical knowledge by attending educational workshops; review ing professional publications; establishing personal networks; participating in

- Contributes to team effort by accomplishing related results as needed.
- Set up, copy, scan and store documents
- Create templates
- Manage requests for documentation
- File documents in physical and digital records and ensure appropriate storage
- Review and maintain the accuracy of the records, editing where
- necessary to ensure they are up to date
- To liaise with and distribute project related information with all levels of the project team and potentially external parties
- Manage the processes around documentation within the organization
- Maintain confidentiality around sensitive documentation
- Prepare ad-hoc reports on projects when required
- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organizing meetings and appointments. Many PAs control access to the manager/executive.
- Booking and arranging travel, transport and accommodation.
- Organizing events and conferences.
- Reminding the manager/executive of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, suppliers and clients.
- Collating and filing expenses.

DC Dept.Duties

- Conducting research on behalf of the manager.
- Organizing the manager's personal commitments including travel or childcare
- Scheduling meetings and appointments for the department
- Organizing the office layout and ordering stationery and equipment
- Maintaining the office condition and arranging necessary repairs
- Partner with Marketing Manager to update and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with Marketing Manager on all office equipment
- Manage contract and price negotiations with office vendors, service providers and office lease
- Making, sending and following up Technical and Financial Offers for various types of equipment.
- Provide general support to visitors
- Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services
- Plan in-house or off-site activities, like meetings, seminars, and conferences
- Support the marketing department by scheduling and organizing the creation of website content
- Prepare letters and emails to clients in response to questions or to provide clarification on an ongoing project
- Monitor marketing industry news and submit reports on emerging trends to management each month
- Work with marketing team to coordinate day-to-day activities that lead to the completion of projects and tasks
- Fabricate, edit and send the financial and technical quotations and them to the desired clients.
- Contact clients, follow up quotation status and finalize deals by selling the products and accomplish the contract.
- Ensure premises, assets and communication ways are used effectively
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management

- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive
- Booking and arranging travel, transport and accommodation
- Organizing events and conferences
- Reminding the manager/executive of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- Producing documents and briefing papers
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Liaising with staff, suppliers and clients
- Collating and filing expenses
- Meeting and greeting visitors at all levels of seniority;
- Organizing and maintaining diaries and making appointments
- Contacting Shipping companies to know the updated shipping costs, the estimated transit time and after approval from the logistics manager, submitting shipping order with the

<p><u>Logistics Dept. Duties</u></p>

accurate description.

- In contact with the accounting department to follow up transactions, LC's and payment status.
- Sending financial and technical quotations Goethe existing and desire clients, following up with the clients to know their exact needs and helping to accomplish finishing the purchase order.
- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Compiling reports and spreadsheets and preparing spreadsheets
- Participating in recruitment efforts and Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information and ensuring background and reference checks are completed
- Preparing new employee files and overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization and conducting benefit enrollment process
- Serving as a point person for all new employee questions
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Answering payroll questions and facilitating resolutions to any payroll errors
- Perform research on current benchmark trends and audience preferences
- Design and implement social media strategy to align with business goals
- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news)
- Collaborate with other teams, like marketing, sales and customer service to ensure brand consistency
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews
- Oversee social media accounts' design (e.g. Facebook timeline cover, profile pictures and blog layout)
- Stay up-to-date with current technologies and trends in social media, design tools and application.

HR Dept.Duties

Social Media Duties

EDUCATION

Faculty of Computer Science and Information Systems (Helwan University) May/2005
 Information System and General Management Section

PERSONAL SKILLS

Mother tongue Arabic

Other languages

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Yasmin H. Afify

English	B2	B2	B2	B2	B2
French	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

Common European Frame work of Reference for Languages

Communication skills

- Public speaking gained through contributing in different social activities.
- Accepted in teams easily through working with many teams from different backgrounds

Organizational Managerial Skills

- Able to work independently including planning & executing activities with minimum supervision
- Able to organize tasks in a team situation and able to motivate colleagues & meet deadlines.
- Various skills that I can share with people in group
- I have also the humility to learn new knowledge from everyone in an organization

Other skills

- Willing to learn and Fast learner.
- Committed and reliable.
- Self-motivated and self-managed , team player with excellent communication skills.
- Problem solving and trouble shooting.
- Have negotiation, research and time management skills.

Courses:

- Introduction to Hydraulic - Inside Company
- Concrete Batching Plants - course and training at Grand Industries Factory (Ismailia)
- Spare Parts and introduction to Heavy Equipment - course and training inside company
- Programming Languages(C#, C++, Java, HTML, Flash5, Algorithms...) – Helwan University

Driving license

B , Egypt

ADDITIONAL INFORMATION

Computer Skills	<ul style="list-style-type: none"> ▪ Professional in Microsoft Office programs.
	<ul style="list-style-type: none"> ▪ Expert user of various email packages including Microsoft Outlook. ▪ In addition, Database software are also important skills
Artistic skills and competences	<ul style="list-style-type: none"> ▪ Writing articles is my favourite
	<ul style="list-style-type: none"> ▪ Music

	<ul style="list-style-type: none">▪ Art
	<ul style="list-style-type: none">▪ Reading & Drawing
Marital status	<ul style="list-style-type: none">▪ Single
References	<ul style="list-style-type: none">▪ Available on request