



C.V

Sara El-Sayed El-Sobkey

Mobile number: 00971556795876

Email: sara.elsobkey@gmail.com

Career Objective:

To obtain a challenging position in a reputed organization, in the field of customer service, administration, secretary, and Marketing, where my experience and my interpersonal skills are well developed, utilized and also provide me with an opportunity for progress.

Academic Qualifications:

- **Education** : Bachelor degree of Arts
 - SociologyAlexandria University 2009
- **Language** : Arabic : Mother tongue
English: Fluent

• Professional Courses:

- Windows (American University)
- Office (American University)
- Hardware (American University)
- A+ (American University)
- Level 10 English courses at **Amid East** has been completed in March 2010.
- Conversation English courses at **Amid East** has been completed in August 2015.

Vocational Experience:

Job profile	Country	Institute/ company	From / to	Job description
Executive Assistant to CEO	Egypt / Cairo	RA&A for general contracting	December 2019 To January 2022	<ul style="list-style-type: none"> -Dealing with and handling all customers -Explaining and discussing contracts with customers -Responsible for all office work and details -Arranging and organizing all meetings and appointments -Arranging travel plans -Organizing and handling all events -Managing the contact between the CEO and internal seniors
Administration Manager	UAE/ Abu Dhabi	Prestige Advocate &Legal Consultants	Feb. 2019 To Oct.2019	<ul style="list-style-type: none"> - Handling all the admin team - Daily updates to the clients - Supervising phone calls and the reception - Responding to emails - Daily follow up for the cases on the court system

				<ul style="list-style-type: none"> - Handling customer's complaints and solving problems - Follow up the employees' attendance and timings
Sales Manger	UAE/ Dubai	Cosmania Trading LLC	Feb. 2017 To Jan 2019	<ul style="list-style-type: none"> -Supervising the sales team. -Providing training to the sales team. - Dealing directly with customers. -Outdoor Sales.
Customer service	UAE/ Fujairah	Porsche Showroom	June 2014 To Nov. 2014	<ul style="list-style-type: none"> -Dealing directly with customers -Handling and resolving customer complaints. -Assisting in Sales. -Answering telephone calls and making the appropriate transfers. -Filing documents. -Communicating and coordinating with internal departments. -Following up with customers.

Head of administration and secretary	UAE/ Kalba	English school of Kalba	Oct. 2010 - April 2014.	<ul style="list-style-type: none"> -Carrying out all the administrative responsibilities: -Contacting the Ministry of Education -Human resources -Registration of new students -Primary interview with new teachers -Handling all parents' inquiries -Supervising the other secretaries
Secretary and Office Manager	Egypt / Alexandria	Al Iqbal Real States	June 2007 To Sep. 2010	<ul style="list-style-type: none"> -Dealing with and handling all Costumers -Explaining contracts to customers -Responsible for all office details
Sales and customer service	Egypt / Alexandria	Afrad Company (outsource for Credit Agricole Bank)	January 2007 To June 2007	<ul style="list-style-type: none"> -Sales and customer service
Sales and marketing	Egypt / Alexandria	Lagoon Resort and Spa	Feb. 2005 to Dec. 2006.	Marketing, Customer service Sales

Training at the following companies:

- Modern Wan Technology Computer Company from Jan. 2004 to April 2004.
- Wan Tech Computer Company from July 2004 to Oct. 2004.
- El-Hamd Computer Company from Nov. 2004 to Jan.2005

Personal data:

- Date of birth : 27th December 1986
- Driving License: available