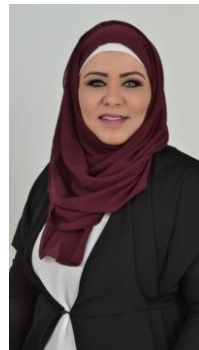


# Nawel Hamed

## Executive Secretary - Personal Assistant

### Basic Information ▼

Name: Nawel Ali Hamed  
Profession: Executive Secretary, Personal Assistant  
Present Position: Customer Service, AL Fereej Events, Dubai- UAE  
Nationality: Tunisian  
Date of Birth: March. 23<sup>th</sup>, 1986  
Address: UAE – Dubai – P.O. BOX 121385  
E-mail Address: Marrouma222222@Gmail.com  
Telephone No.: +971 56 7281863



### Qualifications ▼

- **High School**, Gafsa High School, Tunisia-2005
- **Bachelor of Arts Degree** -English, Manouba University, Tunisia-2009
- **Administration Assistant Course** -French, Tunisia-2010
- **Bachelor of Law Degree** -Arabic, Cairo University, Cairo-2016

### Computer & Skills ▼

Perfect Working/knowledge of computer sciences Especially the following Software:

- \* Microsoft Software (Excel, Word, ...)
- \* Mailing and Faxing.
- \* Documenting and Achieving.
- \* Internet research skills.

### Languages ▼

Arabic : Native Language  
English : Perfect (Speaking, Reading, and Writing).  
French : Perfect (Speaking, Reading, and Writing).

### Courses ▼

- \* Microsoft Software Package (Excel, Word, ...)
- \* Administration Assistant Course

## Job Responsibilities ▼

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and keep minutes.
- Receive and screen phone calls and redirect them when appropriate.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.).
- Make travel arrangements for executives.
- Handle confidential documents ensuring they remain secure.
- Prepare invoices or financial statements and provide assistance in bookkeeping.
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders.
- Maintain electronic and paper records ensuring information is organized and easily accessible.
- Conduct research and prepare presentations or reports as assigned.

## Experience Summary ▼

I have worked in the following positions:

- Position: Customer Service  
Company: AL Fereej Events  
Location: Dubai-UAE  
Duration: Sep 2018 – Now
  - Position: Customer Service  
Company: Aafyia Medical Billing Services  
Location: Dubai-UAE  
Duration: Jan 2018 – June 2018
  - Position: Sales Executive  
Company: The French Tunisian Property Development Est.  
Location: Tunisia  
Duration: Nov 2016– Nov 2017
  - Position: Operation Manager  
Company: The Egyptian-Lebanese Imp. & Exp.  
Location: Cairo-Egypt  
Duration: July 2013 – Sep 2016
  - Position: Event Manager  
Company: Reflection for Events  
Location: Qatar  
Duration: May 2012 – June 2013
  - Position: Secretary  
Company: Al Adel Textile Factory  
Location: Tunisia  
Duration: Dec 2009 – April 2012
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