

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. 23th, 1986
Address: UAE – Dubai – P.O. BOX 121385
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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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