

## SUMMARY

I am a talented Executive Assistant with 10+ years' successful track record in providing administrative support and demonstrated the ability to implement procedures to facilitate a smooth workflow.

## WORK EXPERIENCE

### SRACO

**Executive Assistant**  
**23-07-2018 – Present**



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### Responsibilities

- Acting as the point of contact among the CEO, employees, clients, and other external partners.
- Resolving administrative problems & act on ad-hoc requests.
- Scheduling and reviewing, prioritizing, and responding to emails.
- Answering and returning phone calls.
- Managing the CEO's calendars and setting up meetings.
- Organizing documents; maintaining records; taking notes at meetings and writing meeting minutes.
- Maintaining diary, arranging meetings and appointments, and providing reminders
- Assisting the CEO in prioritizing daily meetings and activities -with the company stakeholders and externals.
- Making travel and accommodation arrangements.
- Preparing daily expenses and weekly, monthly or quarterly reports.
- Using various software, including Microsoft Office and ERP Oracle Cloud system
- Producing reports, presentations, and briefs.
- Discretion and confidentiality.



## Achievements

Coordinated and arranged for creating four sister companies supporting of SRG Group <https://srg.com.sa/en/>, saving overhead expenses by 40% per month, of (Consumable Materials - Pest control - Biomedical Accessories and other services) the companies called (New Generation Co - Medical Expert - Shalalat AlNasim - Well Kill Environmental Services Co.)

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## COMPUTER SKILLS

Analytics  
Social media  
Graphic design  
Microsoft Office  
Spreadsheets  
Email communication  
Data visualization

## SICEP

**CEO Personal Assistant**

**01-05-2008 –01-07-2014**



## Responsibilities

- Hands-on experience in organizing meetings, and taking the minutes of meetings. coordinating with stakeholders, and maintaining the CEOs calendars.
- Effective at preparing financial documents, reports, memos, and letters, and handling basic bookkeeping tasks.
- Appointment scheduling, Skilled in arranging travels.
- Excellent administrative, logistic, and communications assistance.
- Planning, organizing, and problem-solving.
- Well-versed in comprehending workflow and priorities and ensuring that all administrative tasks are completed within provided deadlines.

## PERSONAL SKILLS

Time Management  
Communication skills  
Flexibility and efficiency  
Collaboration/Teamwork  
Interpersonal Skills  
Active Listening  
Problem Solving  
Data analysis  
Analytical thinking

## Achievements

Thanks certificate.

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## **NEW HORIZONS**

**The acting Operation Manager**

**01-01-2004 –01-01-2008**



### **Responsibilities**

- Previsioning the daily operations of an institute and its various components
- Develop and implementation of the Internal procedures and controls of policies consistent with those of the organization to ensure efficient and safe operation.
- Solving problems, evaluating performance, and providing my recommendations to a top manager to achieve peak productivity and performance.
- Participate in and coordinate the design and implementation of data collection and analysis systems for the institute, including
- computer, and network systems, application programs, and administrative procedures.
- Reviewing and interpreting financial and operating information, as appropriate.
- Representing the institute at various community and business meetings, committees, and task forces to promote existing and new programs and policies.

### **Achievements**

Thanks certificate

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### **Certificates**



- Introduction to Big Data
- Big Data Modeling and Management Systems
- Big Data Integration and Processing
- Machine Learning with Big Data
- Graph Analytics for Big Data



Microsoft Certified Professional (MCP)



- Data analysis course in Excel
- 30 shortcuts in Excel

## I-WATCH

**The acting Admin Manager**

**02-03-2001 – 31-12-2003**



### Responsibilities

- Recruiting, hiring, orienting, and training new administrative employees; design employee schedules and fill in as necessary for absent administrative employees
- Collaborating in an atmosphere of fun and encouragement; identify ways in which administrative employees can better serve the company and clients
- Communicate expectations to administrative employees, and follow up by monitoring job performance
- Mentor, coach, and correct administrative employees as necessary
- Liaising with clients and suppliers, connecting them with the appropriate managers
- Setting goals for the administrative department, implementing administrative systems, and developing departmental budgets.

### Achievements

Thanks certificate

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### Courses under study

- 1- Google Digital Marketing & E-commerce Professional Certificate
- 2- Google Data Analytics Professional Certificate
- 3- Hadoop Platform and Application Framework
- 4- Technical Support Fundamentals
- 5- Microsoft Azure for Data Engineering

## EDUCATION

B.Sc. of a Computer Science, Future Academy for Specific Studies  
AI HEJAZ, HELIOPOLIS, EGYPT.

### HOBBIES

Traveling  
Fishing  
Riding a bike  
Working out