

PROFILE

“Over 15 years of working as executive secretary and office manager and through the career progression which leads to a strong background also an extensive experience dealing with various secretarial and administration situations”

TAREK MASOUD

Executive Secretary
Office Manager



PERSONAL INFORMATION

Nationality: Egyptian

Marital status: Married

Visa Status: Transferable

LANGUAGES

Arabic



English



French



WORK EXPERIENCE

Office Manager - Personal Assistant

Zawaya vision contracting co.

MAR 2016-APR 2021

As office manager dealing with all the tasks and paperwork related to the company , then personal assistant to CEO.

- Completes CEO tasks and activities for the board of directors.
- Manage active calendar appointments and related meetings.
- Arrange travel plans ,itineraries and compiling travel documents.
- Manage reports ,correspondence and drafting new contracts.
- Creating presentations and set office budget.
- Followup with various departments to ensure maximum productivity for the required assignments.
- Supervising ,mentoring and coaching office staff.

Executive Secretary

Natheer trading Est.

JUL 2014-DEC 2015

Manage all the paperwork includes employees and labors requirements plus the management duties.

- Schedule meeting agenda.
- Manage travel bookings.
- Correspondence followup and setting expenses budgets.
- Manage spread sheets.
- Maintain filing system (electronic-manual).
- Provide clerical and administration support to different departments.
- Connect between board of directors and different departments .
- Completes employees and labors requirements .



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INTRESTS



TRAVEL HISTORY



OBJECTIVE

"Seeking a challenging position in a well-established company whereby my professional and interpersonal skills applied and participate as a part of the team"

EDUCATION

- Bachlor's of tourism and business administration.
Faculty fo tourism - Helwan university
2003 Cairo - Egypt
- General certificate of education.
Ahmed Esmat language school
1999 Cairo -Egypt

SKILLS & EXPERTISE

- Windows operating system
- MS Excel
- MS Word
- MS Power Point
- Photoshop
- Data entry
- Problem solving
- Communication skills
- Negotioation skills
- Multi-tasking
- Time management
- Translation

TRAINING & EXPERTISE

Business administration training course.
Explore worldwide - Hampshire,UK
AUG 2009



Basic life support and first aid .
Egyptian red cressent - Cairo ,Egypt
Oct 2013



Natheer trading Est.
DEC 2015

Zawaya Vision contracting co.
JAN 2021

