

Haitham Hashem Allam Mohamed

Address: sharja, UAE

Mobile: 0566064193

E-Mail: elmohr55@gmail.com

Year of Birth : 17/7/1989

Nationality : Egyptian

Visa statue : visit visa

Objective

Highly numerate and team-oriented problem solver with great communication skills and Bachelor's degree in Accounting. Looking to work in any position Also coming with 8 years' experience at Executive secretary.

Qualifications

Certificate : Bachelor of Commerce

Department : Accounting

University : Sohag

Graduation year : 2011

Graduation grade : good

Skills :

- Proficiency with Microsoft Office
- Time management
- Data entry management
- Communication skills
- Problem analysis and problem-solving skills
- Ability to multitask and priorities tasks.
- Excellent time management skills.
- Well-developed organizational skills.
- Great verbal and written communication skills.
- Professional discretion.

Language :

I am fluent in reading, writing and spoken English.

Experience

(2015-till now) Executive Secretary

for The National Assembly of the State of Kuwait.

(2013-2015) Executive Secretary

for Office of the Secretary of the Kuwaiti National Assembly.

(2011-2013) Executive Secretary

The Ministry of Public Works in the State of Kuwait

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