





OSAMA TALAAT MOHAMED



WORK EXPERIENCE

Work experience as an Executive Assistant, Personal Assistant or similar role

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Executive Assistant of Commercial Manager
23-07-2018 – Present

Responsibilities

- o Organizing, coordinating and scheduling all appointments, the Commercial Manager's daily calendar.
- o Coordinating logistics, and handling
- o Managing the special event invitations on behalf of the Commercial Manager.
- o Managing and arrange travel for the Commercial Manager.
- o Preparing and Track Commercial Manager's expenses.
- o Writing individualized and confidential documents as requested by the Commercial Manager.
- o Communicating with the local and foreign suppliers, and analysis monthly purchases from ERP Oracle system supply chain modules
- o Comparing prices between the local and foreign suppliers.
- o Other administrative duties as needed.

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.)

SUMMARY

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



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.

Achievements

Thanks certificate



The acting Operation Manager

01-01-2004 –01-01-2008

Responsibilities

- Revisioning 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.

PERSONAL SKILLS

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

COMPUTER SKILLS

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

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)

HOBBIES

- Traveling
- Fishing
- Riding a bike
- Working out

- o Representing the institute at various community and business meetings, committees, and task forces to promote existing and new programs and policies.

Achievements

Thanks certificate



The acting Admin Manager
02-03-2001 – 31-12-2003

Responsibilities

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

Achievements

Thanks certificate

EDUCATION

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