

# Mohamed Roshdy Mohamed Radwan

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## **OBJECTIVE**

Seeking a position **Executive Secretary** with a reputable organization where my academic and interpersonal skills can be well developed.

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## **EDUCATION**

### **Bachelor of Arts & Educational - Tanta University**

- **Department:** English.
- **Graduation Year:** 2008.
- **Years of Experience:**
- In KSA: 10 years

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## **WORK EXPERIENCE: Saudi Arabia Kingdom**

### **In Riyadh:**

**Position:** Executive Secretary for CEO.

- From: February 2017 till present; In Asel Al Arabia Co. Group For Medical & Commercial fields.

### **The Job Tasks:**

- 1- Arranging some translation works for documents.
- 2- Preparing & typing important letters to the clients.
- 3- Follow-up the Trademarks by registration & renewal for its, and make the necessary recorded.
- 4- Preparing the necessary Logs for some construction works.
- 5- Follow-up some Properties for the maintenance & rental works.
- 6- Arranging meeting with foreign visitors, with records the main points.
- 7- Preparing agreements with Contractors, Suppliers, Designers..etc.
- 8- Making the necessary booking for flights, hotels , visa issue .. etc.

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### **In Riyadh – Al- Kharj :**

**Position:** Document Controller Specialist for QA/QC Section - By PCM.

- **From: October, 2013** up to November 2016; In **Al-Ayuni Investment & Contracting Co.**

### **The Job Tasks:**

- 1- Filing & documenting all files for Infrastructure work by using Primavera Contract Management Program (PCM); consulted by Parsons Co.
- 2- Make log register and filing all documents (Hardcopy & Softcopy) for following:

<b>For submittal</b>		<b>For Request</b>		<b>Progress Reports</b>	
DCS	Documents Submittal	WIR	Work Inspection Request	DLR	Daily Report
DWG	Drawing Submittal	MIR	On Site - Material Inspection Request	WKR	Weekly Report
MAT	Material Submittal	WITR	Work Inspection Test Request	MNR	Monthly Report
SPQ	Subcontractor Submittal	SCR	Site Clarification Request	NCR	Non Conformance Report
		TSR	Technical Service Request		
		RFI	Request for Information		

3- Review of suppliers' bills and prepare a statement for this bill (for quantities and the total cost).

- **Project's Name:**

1- **The Establishment, Implementation and Maintenance of the Infrastructure Works for Al-Kharj Housing Project.**

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**In Makkah:**

• **From: March, 2010 to September, 2013:** In Al-Ayuni Investment & Contracting Co.

• **Position:** Executive Secretary to Projects Manager & General Supervisor for Makkah Projects.

• **The Job Tasks:**

1. Assists managers in preparation of various reports and presentations.
  2. Assists with the design and preparation of statistical reports as needed.
  3. Attends, transcribes and distributes minutes, and participate in staff meetings, Executive committee meeting and department meetings as needed.
  4. Maintains giveaway/donation files and assists in making reservations.
  5. Provides administrative support to manager/s and department.
  6. Signs for managers and release, with specific permission.
  7. Prepare the logs sheet for all documents.
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**In Egypt:**

• **From: June, 2008 to Feb, 2009:** In Rabha Center.

• **Position:** HR Assistant & Data Entry Operator.

**The Job Tasks:**

- 1- Substantiates applicants' skills by administering and scoring tests.
- 2- Welcomes new employees to the organization by conducting orientation.
- 3- Provides payroll information by collecting time and attendance records.
- 4- Maintains employee information by entering and updating employment and status-change data.
- 5- Provides secretarial support by entering, formatting, and printing information;

- 6- organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
- 7- Dealing with the customers.
- 8- Revise the revenues.

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**TRAINING COURSES**

- **Digital Marketing** in Udacity (**November 2020**).
- **General English Course** (Level-1 to Level-10) in (INFC Center). (**Mar, 2009 – Aug, 2009**).
- Attending a course in **Computer Maintenance** in (INFC Center). (**July, 2009**).
- Attending a course In **Customer Service** in (INFC Center). (**Mar, 2009**)
- **International Computer Driving License (ICDL)**. (**Jun, 2008**).

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**SKILLS & ABILITIES**

**Language Skills**

- English: very good (speaking, writing & reading).
- Translator: very good from (Arabic – English – Arabic).

**Computer Skills**

- Proficient user of MS Office **& Windows 7, 8 & Vista ..** etc.
- Proficient user **of the internet & Mails** (Outlook , Yahoo, Gmail.. etc).
- Proficient user of Primavera Contract Management Program (**PCM**).

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**Interpersonal Skills**

- Ability to learn new tasks quickly.
- Ability to work under pressure.
- Good Communications Skills.
- Good Presentation Skills.
- Good Research Abilities.
- Self-Motivated.
- Excellent in entry data.
- Commercial awareness.
- Teamwork.
- Planning / Organizing.
- Positive Attitude / Motivation / Energy.

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**Personal Information**

- **Date of Birth:** 29<sup>th</sup> of September 1985.
- **Nationality:** Egyptian.
- **Gender:** Male.
- **Marital Status:** Married.
- **Military Status:** Postponed.
- **Driving License:** Available.
- **Visa Status in KSA:** Transferable.
- **LinkedIn ID:** <https://www.linkedin.com/in/mohamed-roshdy-957b23b6/>