

Maha Rashad Elnomrosy

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CAREER OBJECTIVE:

To have a good position through which I can continuing improving and maintaining my skills as a confident, bilingual, very organized, self-motivated personality and committed to professional ethics and standards of performance in a well-known or a progressive organization in one of the fields of Human Resources, Management and Administrative Assistance, Financial Management, Customer Care, Banking. I have 22 years of excellent and solid experience in Office Managing, HR, and Organizational Development Field.

ACADEMIC SUMMARY:

June 1999 Bachelor's Degree in Business Administration – Faculty of Commerce – Cairo University.

July 1998 TOEFL - The American University in Cairo with grade (B) which equals to 530/630.

COURSES:

May 2023 Competency Based Recruitment & Selection Workshop at Human Capital - Cairo.

May: June 2022 Essential of Human Resources Course (HR, Talent Acquisition, Total Rewards, Learning & Development, Performance Management and Employment Law) at the American Chamber of Commerce in Cairo.

June: Oct. 2009 Completing attending & studying CPS (Certified Professional Secretary) at the American Chamber of Commerce in Cairo in cooperation with IAAP (International Association for Administrative Professionals) - USA.

Sep.: Nov. 2008 English for Business Upper Intermediate (3) at the British Council - Cairo.

PROFESSIONAL EXPERIENCE:

☞ July 2022 till date: *Al-Arabiya Real Estate Company – ARCO*
Organizational Development Officer
Managing Director Office

- Creating Up to date Human Resources Policies & Procedures including its forms.
- Working on developing and updating current policies and procedures like Internal Financial Policy, Procurement & Contracts Policy, Warehouses Policy, Commercial Sector Policy, Administrative Affairs Regulation and create its missing chapters.
- Reviewing & developing any further policies and procedures upon request.

☞ March 2010 till April 2022: *mazars Mostafa Shawki*
(One of the leading professional accounting, audit & tax advisory firms in Egypt)
HR Specialist for Internal Training & Recruitment -HR Dep.
Since Dec. 2012 till April 2022 (9 Years and 4 months)

- Participating in maintaining QC File regarding reports of annual training plan, number of participants, attendance ratios, provided subjects and training hours, and following up Certificates of E-Learning Plan for involved employees.
- Implementing & developing Training Policy and Regulations.
- Prepare, maintain and update training services such preparing the annual internal training program (for: Audit/ Tax / Financial Consulting Divisions) inside and outside the office (scheduling training plan, following up participants attendance, providing needed training materials, evaluating instructors performance, doing all required analysis of each training season, organizing training periods outside Cairo from A to Z starting from selecting appropriate hotel/ carrying out travel and accommodation issues / providing training materials...etc. and issuing final statistics reports to be presented to HR Partner and Managing Director Partner).
- Participating in employees' performance appraisal process.
- Screening candidates' CV's, handling complete pre-employment tests.
- Handling and organizing Participating in Employment Fairs,
- Maintaining & Updating CV's Database (Soft & Hard).
- Participating in New Staff Orientation Program to provide awareness of Mazars behaviors, values, policies, and system.
- Develop and maintain positive working relationships at all levels: partners, managers, and employees.
- Working also as an administrative assistant to Head of External Training Unit.
- Translating letters & reports as required (Arabic/ English).
- I used to be responsible for updating Office Professional Files which required annually by the Central Bank of Egypt, the Egyptian Stock Market, the Egyptian Financial Supervisory Authority (EFSA), the Accountability State Authority.
- Designing & improving needed forms for HR Dep.

Senior Executive Secretary - Tax Division

March 2010 till Nov. 2012 (2 Years & 9 Months)

- Carrying out all the administrating & coordinating support to International Tax Partner including handling clients, emails, meetings, translating from Arabic to English, Filing...etc.
- Supervising & monitoring work of other three secretaries in the Tax Division.

**☞ September 2009 till March 2010: *Al Awad Group for Investment and Development (S.A.E)*
*Vice Chairman and CEO Office Manager (7 Months)***

- Carrying out the administrating & coordinating support to Vice Chairman / CEO Office,
- Carrying out incoming and outgoing correspondences, emails, phone calls and arranging appointments.
- Responsible for preparing, updating CEO Meetings' Agenda, writing MOM and dispatching it.
- Maintaining & updating filing system (Soft & Hard).
- Following up collecting required reports and data from all Departments Managers.

**☞ June 2006 till Feb. 2009: *SYSTRA Group*
Consortium Leader of Systra – ACE - EHAF
Multinational Co. specialized in Urban Transportation, Design & Operation
(French Consultant for Greater Cairo Metro Line3 Phase 1)
*Executive Secretary _ Cairo Branch Manager Office (2 Years & 8 Months)***

- Carrying out the administrating & coordinating responsibility of the Branch Manager Office,
- Carrying out incoming and outgoing correspondences, mail, and phone calls.
- Maintaining & updating main filing system (Soft & Hard).
- Preparing Reports submitted to the National Authority for Transportation,
- Translating related media monitoring as well as letters from Arabic to English.
- Carrying out Flights & Hotels Booking procedures and its relevant corporate agreements.
- Getting acceptable corporate agreements relevant to hotels and organizing events.

**☞ January 2003 till May 2006: *Lacto Misr Co. S.A.E*
(Multinational Share Holders Co. for production of baby milk powder & foods)
*Office Manager _ Financial Manager Office (3 Years & 5 Months)***

- Preparing raw materials purchasing orders (Foreign & Local) and its relevant Letters of Credit applications under supervision of Financial Manager & Quality Assurance Manager.
- Following –Up Letters of Credit and its related Customs Certificates.
- Following –Up final procedures of the internal purchase orders cycle between both financial & merchandising managements in order to present a weekly report reflects needed funds.
- Carrying out all incoming & outgoing Financial Manager correspondences & mail.
- Founding and maintaining all filing systems (Soft & Hard).
- Responsible for all the financial department second keys including main cash treasury second keys.
- Specifying stationery needed to the whole Financial Dep. (quarterly).
- Daily managerial tasks requested by F.M.
- Following up samples delivery permissions to prepare a weekly report reflects the projected Qty compared with the actual Qty.

**☞ September till Dec. 2002: *ULTIMATRUE Trade & Supply LTD*
*Office Manager _ General Manager Office (4 Months)***

- All secretarial activities related to general manager.
- Following-up sales department activity (preparing tenders weekly report).
- Handling the monthly attendance and vacations report.
- Founding all filing system (Soft & Hard).

**☞ June till August 2002: *MERGE – Management & PR Consulting*
*Marketing & Administrative Assistant (3 Months)***

- Media Monitoring telemarketing.
- Customers following – up.
- Organizing sales representative's weekly schedule.
- Founding & organizing all media monitoring filing system.

**☞ October 2000 till Feb. 2002: *Omega Integrated Systems (Financial Software Department)*
*Marketing Coordinator (One year & 4 Months)***

- Financial software telemarketing.
- Database building.
- Customers following up.
- Salesmen following up.

- Participating in marketing planning.
- Preparing and following-up technical and financial proposals.
- Classifying all marketing department documents.

**☞ November 1999 till Sep. 2000: *Interface Co.*
*Administrative Assistant to the General Manager (One year & 1Month)***

- All secretarial activities.
- Following-up the technical support department activity.
- Following-up sales department activity.
- Maintaining filing system.
- Organizing and following up the delegates' activity.
- Responsible for following up tenders' proposals.
- Handling the petty cash and assisting in preparing financial statements (Holding accounting bookkeeping on Excel files).

LANGUAGES:

- Arabic:** Mother tongue.
English: Very good Speaking, Understanding, Reading, and Writing.
French: A little bit Good, Speaking, Reading, and Writing.

COMPUTER SKILLS:

- In general, very good user for the computer's hardware and software.
- Very good working experience on Windows 98, Me., 2000, XP Professional, Windows Vista, Office 2003, 2007, 2010 and outlook 365
- Very good dealing with MS-Applications (Word, Excel, PowerPoint), Internet, and Outlook Express.
- Very good working experience on Win text, Excel, Fax and OFOTO Programs on Apple Macintosh.

OTHER SKILLS:

- Advanced organizational skills with the ability to handle multiple assignments.
- Ability to work independently and as a part of a team.
- Attention to details.
- Professional communication skills.
- Working effectively in a multi-cultural environment.
- Able to maintain professional demeanor and appearance.

PERSONAL INFORMATION:

- **Marital Status:** Single.
- **Date of Birth:** 9 April 1971
- **Place of Birth:** Cairo – Egypt.

REFERENCES:

Furnished upon request.