

RIHAM MAHGOUB

PERSONAL ASSISTANT

CONTACT

- +971 589701477
- Riham-M@outlook.com
- UAE, Dubai

EDUCATION

High School Diploma
Photoshop Certified
Social Media Marketing
Business Management

KEY SKILLS

Prioritization
Verbal
Communication
Team player
Result oriented
Critical Thinking
Problem solving

CAREER OBJECTIVE

Professional, organized, and efficient personal assistant
With +2 years of experience.
Motivated to work hard
And learn quickly to streamline schedules and agendas
With process examination, exceptional customer service Skills,
and
Seamless transitions.

PROFESSIONAL EXPERIENCE

Personal Assistant
HAJ & OMRAH HIGHER COUNCIL

- Managed personal errands for executives and associates as
Needed, and handled personal and confidential information in a
Professional manner
- Greeted clients, answered phones, and ordered office supplies
to Maintain success
- Arranged business trips by securing air and ground
Transportation, reserving hotels and conference rooms, and
Preparing itineraries
- Reviewed records for information accuracy and compliance
with
Established regulations, revising the company's handbook
To reflect updates
- Served as the point of contact to clients, tenants, and other
External part.

LANGUAGES

Arabic
English
Spanish

INTERSTS

Book reading
Drawing
Photography
Music & movies

Reference

Available upon request

Personal Assistant
MNAZIL ALMUTAMAR AGENCY

- Performed daily administrative duties related to the business and Answered questions pertaining to customer accounts to grow Company revenue
- Provided direct feedback to management regarding all account Activities and status as supplied by the CEO
- Reviewed shipping documents with purchase orders to detect Delays and errors,
- Organized and managed information flow via phone, email, Google Drive, and the company-wide text messaging system to Grow company efficiency and KPI performance
- Coordinated meetings and events, and updated multiple Calendars with 100% accuracy by planning and scheduling Meetings, conferences, teleconferences, and business travels