



SARAH MAHMOUD

OFFICE MANAGER & PERSONAL ASSISTANT

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for finding solutions to meet the needs of work . keen to find a suitable position within an ambitious organization where i will be able to continue to increase my work experience and develop my abilities

CONTACT



Sports City,
Dubai,
UAE



saramahmoud6662@gmail.com
secretary.sara2000@gmail.com
+971566410073



<https://www.linkedin.com/in/sarah-mahmoud-27052a201>

EDUCATION

Bachelor's degree in oriental languages, (2016),
faculty of arts,
Cairo University.

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results
- having a professional manner with an emphasis on assisting the management and solving the work hurdles

WORK EXPERIENCE

Tiba Manzalawi (EGYPT)

Office manager & Personal assistant

JUN 2020 - NOVEMBER 2020

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Monitored ongoing the market needs and updating the relevant department
- Monitored press coverage
- Arranging the chairman's daily schedule
- Booking the flights and hotel stay for the chairman during his stay of the country
- Giving the chairman a daily report about the work updates

W O R K E X P E R I E N C E

Holiday Hotels and Resorts, Front Desk Supervisor (OMAN)

MARCH 2018 - MARCH 2020

- Responsible for providing a friendly welcome and high quality service to guests arriving to the hotel .
- Constantly portraying a highly professionally image of the hotel .
- Paying particular attention to guest satisfaction and comfort .
- Monitored the other hotels (competitors) rates and events .
- Responsible for handling the reservations for groups or individuals through websites or walk-ins .
- responsible for arranging the special requests for VIPs .

Anwar Kiffan, Office manager & HR Assistant (OMAN)

MARCH 2017 - FEB 2018

- Responsible for translating the labor contracts and taking the approval for them from the man power
- Responsible for arranging everything related to the process of bringing the foreign manpower from their countries to MUSCAT, submit them to their new work headquarters, accommodate them and making their new ID cards .
- Responsible for issuing the police and municipal permits for all of our outlets .
- Built a new HR system for all branches located in GULF.
- Responsible for following up the revenues .

Infofort, secretary (EGYPT)

APRIL 2016 - JAN 2017

P E R S O N A L I N F O R M A T I O N

- Date of Birth : 24/6/1994
- Marital status : Single.
- Nationality : Egyptian.
- Driving License Available.
- Visa status : Residence.

L A N G U A G E S

- Arabic : Native.
- English : Fluent.
- Hebrew : Basic.