



Alyaa Hassan

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OBJECTIVE

Seeking a position where my excellent communication skills,
computer software knowledge and organizational abilities will be helpful
In the development of the organization with impressive performance

PERSONAL DATA

Date of Birth: August 13, 1989

Place of Birth: Alexandria, Egypt

EDUCATION

Bachelor of Tourism and Hotels, Alexandria university

Major: Tourist guidance

Thanawya Amma, score 90%

language skills:

Fluent in Arabic & very good in English

Computer skills:

Excellent knowledge of Microsoft office & Internet

Personal skills:

quick learner, hard worker, easy-going person that works well with anyone, open-minded person who likes to work with a team or individually.

EXPERIENCE

Worked as **Factory Manager Assistant** at Lesaffre Egypt

From 1/2022 till present

DUTIES:

- Responsible for plant cleaning and housekeeping.
- Disposal and organization of scrap material.
- Supply and clean employees' uniforms.

- Manage and follow the different service providers.
 - Cleaning service provider.
 - Hazard waste disposal service provider.
 - Used equipment oil disposal service provider.
 - Non-hazardous waste disposal service provider.
 - Scrap disposal service provider.
 - Uniform supplier.
 - Uniform laundry service provider.
- Manage and follow up on service providers' invoices, contacts, and performance.
- Creating and receiving different PRs and Pos of the operation team.
- Communicates with different departments to facilitate operation team needs (HR, Finance, and purchasing).
- Creating new filling procedures and organizational systems.
- Setup the accommodation, catering, cleaning, security, and transportation for plant's visitors and expats.
- Processed all expense reports for the operation director and plants.
- Minutes director's meeting and follow-up on the action plan and corrective actions.
- Prepare reports by collecting and analyzing operations data.
- Assisting the Factory manager and providing him with the administrative services.

Worked as **CFO Office Manager** at International Group for Modern Coatings “MIDO”

From 5/2017 to 12/2021

DUTIES:

- Assisting CFO as requested and providing him with the administrative services.
- Typing documents and maintaining its confidentiality.
- Writing business letters and reports.
- Composes checks as required.
- Maintain hard copy and electronic filing system.
- Photocopying, scanning, and faxing the documents as needed or requested.
- Planning, arranging, and attending indoor and outdoor meetings.
- Handle the work represented to the office from all departments.
- Handle confidential and sensitive information with tact.
- Organize all activities such as travel, accommodation and car services for the CFO.
- Meeting and greeting clients and visitors and handling all of their needs .
- Respond to public inquiries.
- Perform other duties as may be required.

CEO Office Manager at EL-Alamein Co. for printing and packaging Industries “ Abourida”

from 2014 to 5/2017

DUTIES:

- Answering and dealing with incoming and outgoing telephone calls.
- Filing, archiving, photocopying, scanning and faxing documents.
- Organize internal/external meetings and appointments.
- Respond to public inquiries.
- Implement and maintain office systems.
- Maintain schedules and calendars.
- Operate office equipment.
- Coordinate CEO's travel itineraries, flights, hotel accommodation, rental car and other travel needs.
- Secure appropriate signatures and track documents through the approval process on behalf of CEO.
- Serve as a liaison with internal staff at all levels.