

Iman Fouad Mohamed Hassanein Badawi

Office Manager

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EDUCATION

May 2000 Professional diploma specializing Planning and economics of education- Faculty of Education- Ain Shams University with Grade Very good.

May 1999 Bachelor of Electronics Technology – Faculty of Education Technology – Helwan University With grade good.

EXPERIENCE

2009 - 2023

ECCT "The Egyptian Co. Contracting & Trading"

Cairo Office Manager

- Follow-up daily correspondence (e-mails - faxes) with all departments of the company tendering Dept. - financial Dept. - procurement Dept. - technical Dept.).
- Preparing, coordinating and writing all correspondence, letters and forms related to the office of the General Manager, third parties (taxes - insurances - banks - external companies - etc.) and the company's internal departments.
- Maintaining documents and following up its preservation.
- Organizing and coordinating daily tasks with all different departments (Tender, Financial, Procurement, Site Departments & Traffic Dept.).
- Follow up on new tenders and prepare their offers with the Director of tendering Department.
- Registration of contractors for the company's clients (Dubai International Ports - Emaar - SODIC - Alexandria Port - etc.).
- Follow-up in the renewal of the company's official documents (commercial register - tax card - Egyptian Federation for Construction and Building "EFCBC" - security approval - etc.)
- Follow up on the company's website and e-mails "create & delete" e-mails with update.
- Follow up IT reports in coordination with the company's websites.
- Follow-up reports with each site through D.C. submitted to the consultant on a monthly basis or according to work needs.
- New candidates Recruitment via all media "official newspapers, Internet sites."
- Scheduling new candidates' interviews in coordination with the company's departments.
- Preparing files for each employee and following up all employees files.
- Adding new employees to Social insurance after the agreed selection period.
- Preparing, editing and filing internal and external letters related to personnel affairs and sending them to the concerned authorities after approval.
- Keeping all administrative decisions and instructions.
- Maintaining the general appearance of the general manager's office in terms of cleanliness and order.
- Meeting & welcoming the visitors of the General Manager and visitors of the main office in general.
- Ensure that all office and electrical equipment is in a working condition, request maintenance officials from inside and outside the company & follow up on maintenance for all office equipment located in the company's main office.
- Ensure the availability of all office tools for the General Director and the work personnel in the main office.
- Providing database and secretarial support.

2008

Fresh air "Carrier" Co.

Executive secretary

- Following up daily correspondences (emails & faxes) of all the company departments.
- Maintaining the general filing system and filing all correspondence.
- Organizing & coordinating daily tasks with all managers' different departments (Central air-conditions – Splits – Maintenance – Collecting - Sales – Assembling).
- Organizing & coordinating appointments for General Manager.
- Following up new news in tender & practicing, Preparing offers (financial offer - technical offer) with every engineer with his specialization.
- Writing special prices offers for each department.
- Directing the general public to the appropriate staff member.
- Providing word-processing and secretarial support.
- Responding to public inquiries.

2007

Pioneers Co.

Executive secretary

- Following up & reviewing daily data cases.
- Receiving the cases from customers & helping the representatives in work & organizing between them.
- Defining & organizing appointments with engineers & technicals.
- Writing prices offers (Sales – Rent) department, documenting with proxies & companies.
- Making monthly reports specialty (Laparoscope – Arthroscope – Cystoscope).
- Following up daily collecting department & making meeting every week for putting weekly plans for making monthly reports invoices motion.
- Following up new news in tender & practicing, Preparing offers (financial offer - technical offer) with every engineer in his specialization & case & governorate

2005- 2006

Al Dar Almasriah Al Lubnania

Executive secretary

- Following up & reviewing daily data cases.
- Organizing & coordinating daily tasks with all managers' different departments (Production – Marketing – Public relation – Sales – Accounting - foreign Publishing – Press).
- Preparing, coordinating & writing lists & packing lists for book fair all of Arabic countries (Saudi Arabia – Lebanon – Tunis – Kuwait – Bahrain – Libya - Algeria – Jordan - United Arab Emirates – Morocco – Mauritania).
- Preparing, Coordinating & Writing contracts for different Publishing issues (General knowledges – Philosophy & Psychology – Islamic religion – Social sciences – Languages – Technical Sciences – Applied sciences –Arts – Literature – Geography and History & Biographies – Serials & Encyclopedias – Children's books).
- Assisting in planning and preparing of conferences and conferences meetings.

2000 – 2004

Curriculum & Instructional Materials Development. (CCIMD)

Computer specialist.

- Having big experience in working on computers (Apple Macintosh & IBM). Taking part in editing school books, teacher's guides and activity books in different stage (Primary, Preparatory and Secondary). For Ministry of Education (M.O.E).
- Participating in composing the writing of a special scenarios for the "Qiam-wal-Aklaaq" book, of "values and virtues", and "Nile T.V." Education programmers for primary education.

SKILLS

Computer:

- Excellent User of Microsoft Windows & Microsoft Office.
- Typing fast (Arabic and English).
- Excellent user on the Internet.

Languages:

- Arabic: native language.
- English: Good (Reading, Writing & Speaking)

Courses

- PMP (Project Management Professional) with Director of training / Mohamed Khourshid Certified at ID/3182951E1. 2015.
- The Art of Management from (SWISS eLearning INSITIUTE) 2012.

Volunteer Experience

- Participated in the preparation, coordination and implementation of the program "Improving Skills reading & writing for the basic education 2013/2014 " Masr Elmahrousa Baladi Association "
- Assistant HR Manager of the " Ensan Bokra Association " till now.

PERSONAL DATA

Date of birth: September 30, 1977

Place of birth: Cairo, Egypt

Nationality : Egyptian

Marital Status: Married