



Dalia Mohamed Abd El Fatah

Executive Administrative Assistant

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PERSONAL SUMMARY

Dear Sir or Madam,

Thank you very much for reading my application and I am much honoured to introduce myself here.

My name is Dalia. I am 40 years old and I am seeking for an opportunity to be one of a great team work in your company.

I have a bachelor degree in business administration. I graduated from modern academy in year 2004.

I worked in many companies and during this working life period, I have learnt much. I learned the values of teamwork and commitment, how to win, how to work hard, how to concentrate and focus on goals, and how to balance my time and priorities, I am eager to belong to your company and make my share of contribution to it.

Best wishes

WORK EXPERIENCE

- * I worked Executive Administrative Assistant at management wonderland
- * I worked Alico for insurance in sales department
- * I worked executive secretary at Misr for insurance
- * I worked office manager at genuine research center

EDUCATION

Modern academy

2000 - 2004

Business administration English

Computer SKILLS

- Microsoft word
- Microsoft excel
- Microsoft PowerPoint
- internet
- Microsoft Outlook
- Microsoft Office

Administrative Skills

. Bookkeeping

Administrative Support

Appointments

Calendar Management

Client Relations

Designing and Maintaining Filing System

Organizing Meetings

Maintain Calendars

Record Keeping

Travel Arrangements

Typing

Event Planning

Preparing Reports

Processing Expense Reports

Proofreading

Scheduling

Taking Meeting Minutes

Communication Skills

Correspondence

Customer Service

Managing Relationships with Clients

Processing Telephone Calls and Requests

Written/Verbal Communications