



GENERAL ADMINISTRATOR ASSISTANT

HOSSAM OMRAN



CONTACT

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SKILLS

- Problem-Solving: Addressing issues as they arise and finding effective solutions
- Technological Proficiency: Familiarity with office software like Microsoft Office, Google Workspace, and other relevant tools
- Multitasking: Handling multiple responsibilities simultaneously without compromising on quality
- Customer Service: Providing excellent service to clients and colleagues, addressing their needs promptly and professionally
- Confidentiality: Handling sensitive information with discretion and maintaining confidentiality
- Communication Skills: Both verbal and written communication are crucial for interacting with colleagues, management, and clients
- Attention to Detail: Ensuring accuracy in tasks such as data entry, scheduling, and document preparation
- Time Management: Prioritizing tasks and managing time efficiently to meet deadlines
- Organization: Keeping track of multiple tasks, managing schedules, and maintaining orderly records
- Leadership Skills: Leading and motivating the team and other employees

LANGUAGES

- Arabia native
- English beginner

REFERENCES

SUMMARY

Experienced professional with a background in law, office management, and HR coordination. Skilled in administration, Microsoft Office Suite, including Word and Excel. Known for flexibility and adept at providing legal advice. Effective team leader with strong teamwork abilities. Holds a degree from the Faculty of Law and certification in ICDL.

OBJECTIVE

To secure a challenging General Administrator Assistant role where I can leverage my organizational skills, attention to detail, and strong administrative abilities to support the team's success and contribute to the overall efficiency of the organization.

PROFESSIONAL EXPERIENCE

LEGAL ADVICOR

Al-Sayed Al-Baili Law Office and Legal Consultations. Mansoura City Egypt | July 2006 - August 2014

Provided legal guidance to clients, reviewed contracts, conducted legal research, represented clients in court, drafted legal documents, and ensured compliance with laws and regulations.

GENERAL ADMINISTRATOR ASSISTANT

Delta Modern private language School . Mansoura City Egypt | September 2014 - September 2024

Managed administrative tasks, coordinated meetings, handled correspondence, and organized office operations to support smooth workflow as a General Administrative Assistant.

"As a Facilities Coordinator, I oversee the day-to-day operations of our facilities to ensure they are running efficiently.

I manage maintenance schedules, coordinate repairs, handle vendor relationships, and ensure compliance with safety standards.

I implemented a new scheduling system that reduced downtime by 15%, and successfully negotiated contracts that saved the company 20% on maintenance costs.

EDUCATION

FACULTY OF LAW

Bachelor of law | 2002 - 2006

Participated in lectures, seminars, and workshops focused on legal principles, codes, and practices. Acquired knowledge in various areas of law, including constitutional, criminal, and civil law. Completed assignments, case studies, and research projects to enhance understanding of legal concepts.

COURSES AND CERTIFICATES

ICDL

Mansoura University . Mansoura City | 2006 - 2006

MOHAMED MAGDY , Work's manger
Administrative Director, Delta Modern
private language School

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Mastered essential computer skills and knowledge through the ICDL course, covering areas such as word processing, spreadsheets, and presentations. Acquired proficiency in using vital digital tools for increased productivity.