

Moutaz Fekry

Administrative Coordinator

📍 Cairo, Egypt
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PROFILE

professional Administrative Coordinator skilled with 4+ years of executing administrative duties to support and enhance effectiveness of senior-level executives in fast-paced business environment. Demonstrated success interacting with internal and external organizations. applications and maintains high degree of confidentiality in handling sensitive materials, and carrying out basic administrative tasks in the company, Possess a B.A. in Social Service. Looking to leverage my knowledge and experience into a role as Administrative Executive or Human Resource Manager.

PROFESSIONAL EXPERIENCE

Administrative Coordinator Mar 2021 – present
ADSERO Ragy Soliman & Partners, Cairo

Gained extensive knowledge in data entry, analysis and reporting. Prepared detailed documents and reports in adherence administrative processes. Assisted with day-to-day operations, working efficiently and productively with all team members. Worked well in a team setting, providing support and guidance. Implementation of all tasks required from administrative affairs. Payment of checks and bank deposits for financial management. The elimination of any special administrative functions resulting in the elimination of interests to work. Perform miscellaneous and backup job-related duties as assigned. Assist with the completion of required paperwork. Writing a daily report to show what has been done and what has been postponed with a reason. Collaborated in timely processing of billing and accounts receivables.

Document Controller Oct 2019 – Feb 2021
Orascom Construction And Industry, Cairo

Provided support for document controls and worked with contract documents. Proofread filenames, titles and submittal details to streamline submittal and avoid rejection. Maintained document archive and file server of approved documents and drawings to provide easy traceability and retrievability. Evaluated current document processes, suggested methods for change and implemented successful improvements. Scanned, filed and transmitted various documents and adhered to digital filing procedures. Managed file archival and information retrievals.

Customer Service Representative Dec 2018 – Sep 2019
GLOBAL FOR CONTRACTING, Cairo , Giza

Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns. Responded to customer requests for products, services, and company information. Offered advice and assistance to customers, paying attention to special needs or wants. Answered constant flow of customer calls with minimal wait times. Bolstered customer retention by creating and offering unique discount options and inspiring interest in new product lines. Provided excellent customer care by responding to requests, assisting with product selection and handling ordering functions. Investigated and resolved customer inquiries and complaints quickly.

EDUCATION

Bachelor of Social Work: Human Development Aswan, Egypt
ASWAN UNIVERSITY - ASWAN,EG

Professional development completed in the Management of Human resources by attracting, developing, utilizing, retaining and motivating the human resources to achieve organisation's objective. Or in simple terms, effective and efficient management of the human resources of office to achieve company's objective

SKILLS

Database administration

Report analysis

Business administration

Multitasking Abilities

Administrative support

LANGUAGES

Arabic (C2)

English (B1)

COURSES

Management Fundamentals
Coursera

Business Management
HSC

Diploma in Business Administration
Alison

SOFT SKILLS: Most Crucial Career Success Soft Skills
Udemy

CERTIFICATES

- Aministrative coordinator License , Adsero-Ragy
Soliman&Partners