




Y A S M I N H . A F I F Y

PERSONAL ASSISTANT & OFFICE MANAGER

CONTACT

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A seasoned professional with 18 years of experience from reputable multinational companies. For the last five years, I have been contributing to the success in Dubai, UAE. I'm specialized in Personal Assistance and Office Management, bilingual Arabic and English with conversational French language, possess exceptional computer and communication skills. My strength lies in my organizing skills, attention to details, and my ability to make tactful decisions. I believe that my background and expertise would be a valuable addition to any team or project.

Sincerely,

Yasmin Afify

Education:

- Bachelor's degree in General Management and Information Systems.
Helwan University, Cairo, Egypt 2005 .

Experience:

➤ **Abdul Latif Jameel, DMCC – Dubai UAE (02/2023 – Present)**

Company fields: Transportation, Manufacturing, Financial Services, Energy and more.

Position: Executive/ Personal Assistant for Finance CFO and Tax Director.

Responsibilities:

- Scheduling meetings with internal and external stakeholders and ensuring a well-organized agenda to optimize productivity.
- Preparing reports, presentations and meeting briefs.
- Act as a liaison between executives and internal/external stakeholders.
- Structuring daily expenses and preparing weekly, quarterly, and monthly reports.
- Responsible for scheduling and arranging travel, meetings, and other appointments for the executives, ensuring there are no scheduling conflicts and making sure executive diaries are updated on a regular basis.
- Manages day-to-day operational and administrative duties and serves as a primary point of contact for the administrative needs of executives.
- Coordinates and prepares materials for meetings and presentations for external and internal meetings.
- Draft memos, letters, e-mails, documents and other responses as directed by executives.
- Manages the flow of information by screening phone calls, opening and sorting mail that is received before passing the information on to the executives they assist.
- Maintains Company records by setting up and managing both electronic and paper filing systems.
- Handles all duties with a high degree of integrity, professionalism, and confidentiality.

➤ **Cleanco Cleaning Services and Building Maintenance – Dubai UAE (02/2021 to 02/2022)**

Company field: Facility Management.

Position: Executive Assistant to the MD and Office Manager.

Responsibilities:

- Preparation of various reports and presentations.
- Attends, transcribes and distributes minutes, and participate in staff meetings, executive committee meeting and department meetings as needed.
- Makes new files, maintains existing files.
- Maintains give away/donation files and assists in making reservations.
- Provides administrative support to manager/s and department.
- Composes, produces and signs correspondence on routine matters.
- Produces and distributes correspondence as required.
- Answers department phones.

- Acts as a receptionist for manager and, when necessary, other department members, providing assistance to callers as required.
- Sorts and distributes mail.
- Providing services that are above and beyond for customer satisfaction and retention.
- Ensures the quality, standards and meets the expectations of the customers on a daily basis.
- Attends meetings and communicates with executive and peers as an effort to
- Signs for managers and release, with specific permission.
- Communicates the importance of safety procedures, detailing procedure codes, ensuring employee understanding of safety codes, monitoring processes and procedures related to safety.
- Attend meetings to plan, organize, prioritize, coordinate and manage activities.
- Workswithotherpeopletogathertheinformationnecessarytomanageprojects, achieve goals, and resolve problems.

➤ **Progress Constructions LLC – Dubai UAE (10/2020 – 06/2021)**

Company field: Construction

Position: Office Manager.

Responsibilities:

- Acting as a first point of contact: dealing with correspondence and phone calls. Managing diaries and organizing meetings and appointments. Many PAs control access to the manager/executive.
- Booking and arranging travel, transport and accommodation. Organizing events and conferences.
- Reminding the manager/executive of important tasks and deadlines. Typing, compiling, and preparing reports, presentations and correspondence. Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, suppliers and clients. Collating and filing expenses. Conducting research on behalf of the manager.
- Organizing the manager's personal commitments including travel or childcare

➤ **Happy Land for General Trading, LLC – Dubai UAE (10/2019 – 10/2020)**

Company field: General Trading, Import and Export

Position: Office Manager and Personal Assistant.

Responsibilities:

- Typing, formatting, and editing reports, documents, and presentations.
- Entering data, maintaining databases, and keeping records.
- Liaising with internal departments, answering calls, and making travel arrangements.
- Managing internal and external correspondence on behalf of senior management.
- Scheduling appointments, maintaining an events calendar, and sending reminders.
- Copying, scanning, and faxing documents, as well as taking notes.
- Preparing facilities for scheduled events and arranging refreshments, if required.
- Ordering office supplies and replacements, as well as managing mail and courier services.
- Observing best business practices and etiquette.

➤ **Suez International for Oil and Gas, (Saudi co) Cairo – Egypt 2016 to 2019**

Company field: Oil & Gas and Mining Manufacturers.

Position: Office Manager, Document Controller & Personal Assistant.

Responsibilities:

- Maintains office services by organizing office operations and procedures; preparing correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees. Maintains office staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results.
- Manage requests for documentation.
- File documents in physical and digital records and ensure appropriate storage Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date.
- To liaise with and distribute project related information with all levels of the project team and potentially external parties.
- Manage the processes around documentation within the organization Maintain confidentiality around sensitive documentation.
- Prepare ad-hoc reports on projects when required.

➤ **Al Sakr Trading for Heavy Equipment (German Canadian) Cairo – Egypt 2009 to 2016**

Company field: Heavy Equipment and Leasing

Position: Personal Assistant for the CEO and HR Manager

Responsibilities:

- Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive.
- Booking and arranging travel, transport and accommodation.
- Reminding the manager/executive of important tasks and deadlines Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems Liaising with staff, suppliers and clients.
- Collating and filing expenses.
- Meeting and greeting visitors at all levels of seniority; Organizing and maintaining diaries and making appointments.
- Contacting Shipping companies to know the updated shipping costs, the estimated transit time and after approval from the logistics manager, submitting shipping order with the accurate description.
- In contact with the accounting department to follow up transactions, LC's and payment status.

- Sending financial and technical quotations Goethe existing and desire clients, following up with the clients to know their exact needs and helping to accomplish finishing the purchase order.
- Answering employee questions Processing incoming mail.
- Creating and distributing documents.
- Serving as a point of contact with benefit vendors/administrators Maintaining computer system by updating and entering data Setting appointments and arranging meetings.
- Participating in recruitment efforts and Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process.
- Collecting employment and tax information and ensuring background and reference checks are completed.
- Preparing new employee files and Serving as a point person for all new employee questions.

➤ **Grand Industries for Concrete Batching Plants (Saudi Qatari) Cairo – Egypt 2005 to 2009**

Company field: Heavy Equipment Manufacturing

Position: Office Manager and Logistics Controller.

Responsibilities:

- Scheduling meetings and appointments for the department Organizing the office layout and ordering stationery and equipment Maintaining the office condition and arranging necessary maintenance.
- Partner with Marketing Manager to update and maintain office policies as necessary.
- Organize office operations and procedures.
- Coordinate with Marketing Manager on all office equipment.
- Manage contract and price negotiations with office vendors, service providers and office lease.
- Making, sending and following up Technical and Financial Offers for various types of equipment.
- Provide general support to visitors.
- Address employees' queries regarding office management issues, stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services.
- Plan in-house or off-site activities, like meetings, seminars, and conferences Support the marketing department by scheduling and organizing the creation of website content.
- Prepare letters and emails to clients in response to questions or to provide clarification on an ongoing project
- Monitor marketing industry news and submit reports on emerging trends to manage each month.
- Work with marketing team to coordinate day-to-day activities that lead to the completion of projects and tasks.
- Fabricate, edit and send the financial and technical quotations and them to the desired clients.
- Contact clients, follow up quotation status and finalize deals by selling the products and accomplishing the contract.
- Ensure premises, assets and communication ways are used effectively Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Communicate with suppliers, retailers, customers etc. to achieve profit.
- deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements.
- Keep logs and records of warehouse stock, executed orders etc. Prepare accurate reports for upper management.

Skills:

Office Manager, Personal Assistant, Stakeholder Management, Creating Reports, Project management, Document Controller, Outlook, PowerPoint, Logistics, Shipping, Presentation, Marketing, Orientation, Office Admin, Problem Solving, MS Office, Operations, Accounting, Typing, Mails, Office Clerical functions, Tickets and Accommodation Reservations, Social Media, HR Assistance, Payroll, Attendance, Minutes of a Meeting, Event Organizing, Negotiation, Communication skills, IT Skills

Languages:

- Arabic: Mother tongue.
- English: Bilingual – Native (read, write, speak).
- French: Conversational.