

Amr Medhat ELSirafy
Administrative officer

Egyptian

, Dubai,UAE

date of birth: 9/1988

UAE TEL+9710569477636

Visit visa (11/5~9/7/2024)

amrelsirafy33@gmail.com

Objective:-

“To build a long-term career in ‘administrative officer’ with opportunities for career growth, in addition to use my skills in the best possible way for achieving the company’s goals”

PROFESSIONAL EXPERIENCE

SMARTEX GLOBAL FASHON

, CAIRO,

Administrative officer

2021-

2024

my tasks:

- Supervising the daily routine work within the company and all departments.
- Work with the accounts department to set the budget, monitor the company’s internal expenses, and review payrolls.
- Planning and setting schedules related to work, administrative meetings, and administrative coordination.
- Receiving customers with the company, discussing the main requirements, and solving work-related problems.
- Ensure that policies and regulations are implemented within the company.
- Ensuring the effectiveness of all office tools for efficient workflow and facilitating all administrative coordination processes.
- Implementing the directives of the General Manager and CEO.

STEM DEFINING QUALITY EXPORT

, CAIRO,

Administrative officer

2018-2021

my tasks:

- Ensure that policies and regulations are implemented within the company.
- Ensuring the effectiveness of all office tools for efficient workflow and facilitating all administrative coordination processes.
- Supervising and following up on export shipments and coordinating with the logistics department to track all shipping operations procedures.
- Work with the accounts department to set the budget, monitor the company’s internal expenses, and review payrolls.
- Implementing the directives of the CEO.

Sacomplast, Plastic manufacturing

Cairo

ADMINISTRATIVE AFFAIRS OFFICER

2017-2018

my tasks:

- Administrative supervision within the factory.
- Maintaining buildings and machines and communicating with engineering offices responsible for maintenance and warranty.
- Coordinating the entry, receipt, and unloading of raw material shipments into the warehouses.
- Coordinating with the company's customers, verifying the shipment of production and supply orders, and ensuring their receipt according to what was previously specified in the work order.

Real estate marketer

Madinaty, cairo

In my office

2015-2017

- Renting and selling properties in Madinat and Al-Rehab Compounds for my personal account

**Talaat Mostafa Group,
Administrative Department of Industrial Security**

**Madinaty sector
2011-2014**

My tasks:

- Follow up on employee affairs, including vacations, absences, and attendance
- Preparing shift schedules for department employees
- Preparing technical department reports
- Preparing reports on personnel affairs and the department's employment needs and financial budget and submitting them for final approval

Other jobs worked:

- . I worked in auto parts sales
- . I worked in limousine rentals

EDUCATION

- Graduated from the Faculty of Law, Ain Shams University Graduated with an acceptable grade
- Graduation Year: 2009

ADDITIONAL INFORMATION

- Program management: working on the HRIS program
- Technical skills: Microsoft (exel -word)
- Certifications: ICDL
- Export diploma
- Civil protection and firefighting

Skills

- Communication Skills
- Negotiation Skills
- Talent management
- Presentations Skills
- Team Building
- Leadership
- Time Management

- **Interpersonal Skills**