

Amna El-Tayeb



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Nationality: Egyptian

Marital Status: Single

Open to work: Freelance Projects

OBJECTIVE

To obtain a position as Office Manager in a reputable organization in which I can apply my knowledge and skills for the benefit of the organization.

PROFILE

As an Executive Secretary with over 20 years of experience, including roles at Muharram & Partners, Marakez, JobMaster, Masdar, Damac and Ericsson Egypt.

I am well-versed in providing exceptional support and managing various tasks. With a background in Executive Secretary studies and a diploma in General Secretary Studies, I have developed strong skills in scheduling, Microsoft Office, I am also detail-oriented, self-motivated, and a strong problem solver.

My dedication, work ethic, and attention to detail have contributed to the success of previous organizations. In my future roles, I aim to continue delivering high-quality administrative support while utilizing my skills and expertise to contribute to the growth and success of the company.

WORK EXPERIENCE

MOHARRAM & PARTNERS

August 2024 – Present

Chairman Office Manager

- Coordinate and oversee the day-to-day office activities and operations to secure efficiency and compliance to company policies. Develop and implement operational policies and procedures to ensure that all office operations run smoothly and efficiently.
- Supervise administrative and office staff including hiring, training, and performance management, and divide responsibilities to ensure performance.
- Manage agendas/appointments/travel arrangements etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Support budgeting, finance, auditing and book-keeping procedures. Managing the office budget and ensuring that all expenses are properly accounted for and within budget.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Manage and maintain relationships with vendors and service providers, including negotiating contracts and ensuring that service level agreements are met, as well as registering new vendors in accordance with company policies and procedures.
- Ensure compliance with all relevant regulations and laws.
- Maintain confidentiality and handle sensitive information with discretion.
- Adding Moharram & Partners on Clients' Vendor list and fill out due diligence questionnaires, when needed.
- Liaise with internal and external stakeholders, including board members and clients.

MARAKEZ

September 2022 – July 2024

Office Manager for the Asset Manager Director

- Coordinate appointments, manage calendars, and ensure efficient workflow for the asset manager and collections team.
- Utilize Microsoft Office software to create and maintain documents, spreadsheets, and presentations.
- Assist with data entry, record-keeping, and file management to ensure accurate and accessible information.
- Collaborate with team members to streamline processes and enhance productivity.
- Demonstrate excellent attention to detail and problem-solving abilities to address issues and ensure smooth operations.

Malls Collection

- Responsible for issuing the Discount Forms for the Tenants (Shops, Restaurants etc....) for (Mall of Arabia, Town Centre El-Salam) seeking for approvals from the Management Committee Team and from the CEO & CFO.
- Meeting with the tenants discussing their sales and problems they are facing assisting them.
- Meeting with my Manager discussing the discount that will be issued for the tenant.

**JOBMASTER
2022**

June 2022 – August

Temporary

Administrative Assistant of the Center of Excellence Department

- Provided comprehensive administrative support to the Centre of Excellence Department.
- Utilized strong organizational and administrative skills to ensure smooth operations and enhance productivity.
- Collaborated with team members to streamline processes and improve efficiency.
- Demonstrated excellent attention to detail to ensure accuracy and quality in all tasks.
- Assisted with data entry, record-keeping, and file management to ensure accessible and up-to-date information.

**Weddings Planner in Abu Dhabi
Freelancer**

October 2017– August 2021

MASDAR in Abu Dhabi

October 2013– August 2016

Personal Assistant to the CEO

DAMAC

August 2010 - July 2013

Personal Assistant to the CEO

- Supplied complete support to the CEO, managing calendars, coordinating meetings, and handling correspondence.
- Utilized strong organizational and communication skills to ensure efficient workflow and effective communication.
- Demonstrated excellent problem-solving abilities to address issues and support the CEO in achieving business goals.
- Assisted with travel arrangements, expense management, and other administrative tasks as needed.
- Maintained confidentiality and professionalism in all interactions and handled sensitive information with discretion.

Ericsson Egypt
Personal Assistant to the CEO

August 2005 - July 2009

- Organizing the Calendar of the CEO and rescheduling appointments [SEP]
- Great experience in organizing and delivering events on time including catering suppliers within budget that meets expectations.
- Managing schedules and deadlines. [SEP]
- Monitoring inventory of office supplies and the purchasing of new material with [SEP] attention to budgetary constraints. [SEP]
- Managing travel and lodging logistics.
- Managing hotel reservations and negotiating contracts.
- Writing letters in English and Arabic.
- Creating Presentations on PowerPoint and Keynote.
- Generating computerized database of the clients.
- Acting as a gate keeper to the CEO office.
- Applying Ericsson code of ethics and internal policy. [SEP]

Ericsson Egypt
Personal Assistant to Installation Engineering Department

August 2002- July 2005

Ericsson Egypt
Receptionist

July 1998 - August 2002

COMPETENCIES SKILLS

- Meticulous attention to detail
- Excellent communication skills
- Professional and mature
- Strong problem solver
- Self-motivated
- Meetings and events planning
- Fluent in Arabic and English
- Hard worker
- Result oriented
- Proficient in MS Office, Internet, and Outlook
- Pages, Numbers and Keynote

EDUCATION

Executive Secretary Diploma (AUC)

Jan. 1999 – July 2000

General Secretary Studies (AUC)

Sept.1996 - Dec. 1998

El-Alsson International School

June1996

