

Resume

Yousra Mohammad Shamandy



Summary

- Profile: Female, 26, Married, Valid Visa on Husband
- Nationality: Egyptian
- Current Location: Dubai ,UAE
- For Contact: yossra.shamandy@hotmail.com ,
+971564410772

- Last Position: Administrative Coordinator
- Company: Saharat Events LLC

- Preferred Location: UAE
- Preferred Position: Customer service, Public Relations,
Receptionist, Secretary, Employees Affairs
- Salary Expectation: Not Specified/Negotiable

Work Experience

March 2015 - Present

Saharat Events

Sharjah, UAE

Administrative Coordinator

This company was active wedding services in UAE.

I was responsible of:

- Meeting customers
- Provide customers with quotations and prices
- Arrange the orders with our factory

Jan 2014 - Aug 2015

Sakkara Language School

Cairo, Egypt

Administrative Supervisor

This school was active teaching languages.

I was responsible of:

- Inventory the absence and follow-up of students and their parents
edit notifications in coordination with the social worker
- Follow-up dropout during the school day and cooperate with the
social worker to treat it
- The work of all the students own the absence of statistics
- Sided with everything related to the files of students and business
registration

- Cooperation with the social worker in the student assessment of the behavioral
- Students participate in solving the problems in school
- Contribute to the supervision of the regularity of the buses and make sure they arrive before-school and after

Education

Sep 2007 - Jul 2011

Cairo University

Arts, Bachelor(Oriental Languages Persian Division)

Cairo, Egypt

IT Skills

Windows & Office Tools

- MS Word, Excel, Power Point

Advanced

Languages

- Arabic
- English
- Persian

Native
Good
Good