

# Marian Mounir Youssef

HR Specialist – Office Manager - CEO personal assistant

📍 El Daher Cairo, Egypt. ☎ 01223636927 ✉ [maromounir1610@gmail.com](mailto:maromounir1610@gmail.com) LinkedIn: marian-mounir1610

## Experience

### 09. 2025 \_ present **TripleS for Security Services**

#### Office Manager

- Manage and supervise administrative staff and office operations
- Oversee scheduling, supplies, and vendor relationships
- Ensure compliance with internal policies and security protocols
- Maintain organized filing systems and handle confidential documents
- Coordinate with HR, finance, and operations departments
- Support senior management with reports, logistics, and planning

### 09. 2021 \_ 08.2025 **Collège de la Sainte Famille (Jesuites)**

#### Math Teacher for year 1,3 and 4

- Planning, preparing and presenting math curriculum.
- Assist students individually and help them improve their math skills.
- Developing tutoring resources.
- Monitoring student progress, identifying areas needing improvement.
- Helping with homework and preparing students for tests.

### 03. 2003 – 08. 2006 **AL SAGHEER COSMATIC CENTER, Egypt**

#### CEO personal assistant

- Managing accounting and logistics tasks
- Organizing events and meetings.
- Supervising the work of administrative staff.
- Taking and screening calls.
- Filing documents and managing calendars.
- Conducting research and providing information.

## Summary

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals, I want to succeed in an environment of growth and excellence to meet personal and organizational goals.

## Certificates

Diplôme de la langue française (Alliance Française) 1996

Diplôme de la langue française (Delf B2 ) 2024

## Education

Faculty of Commerce, Cairo, Egypt July 2002  
Bachelor's Degree in Accounting

Notre Dame de la Délivrande (Primary till Secondary School) 1984 – 1997

Advanced HRM Professional Diploma, Arab Academy for Science, Technology & Maritime Transport (AAST), in progress.

## Skills

Leadership  
Admin Management  
Good Communication  
Accountability

## Langu

Arabic: Native  
French: Very Good  
English: Good