

MOHAMED HOSSAM

Administrative & Executive Coordinator

Contact Information

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Executive Profile

Experienced Administrative & Executive Coordinator with proven expertise in public relations, executive office management, and official protocol administration. Skilled in orchestrating high-level engagements, managing complex administrative operations, and cultivating strategic relationships with government authorities, private sector leaders, and key stakeholders. Proficient in streamlining office processes, delivering high-profile events, and ensuring effective cross-sector collaboration to support institutional objectives and enhance organizational reputation.

Key Skills

- Administrative & Executive Coordination
- Public Relations & Stakeholder Communication
- Executive Office Management
- Protocol Administration & Compliance
- High-Level Negotiation & Conflict Resolution
- Meeting, Event, and Project Organization
- Strategic Planning & Process Optimization
- Government & Private Sector Liaison
- Cross-Sector Collaboration
- Operational Leadership & Team Coordination

Professional Experience

Administrative & Executive Coordinator – Ministry of Communications and Information Technology (2021 – Present)

- Orchestrated and organized high-profile meetings, liaising with governmental and private entities to ensure seamless arrangements.
- Cultivated and maintained strong relationships with senior officials and corporate executives to promote cooperation and secure positive outcomes.
- Contributed to the development and enforcement of governmental protocols, ensuring accuracy and compliance with official standards.
- Directed procurement activities, enhancing supply chain efficiency and improving delivery schedules.
- Collaborated with cross-departmental teams to optimize workflows and ensure successful project implementation.

Area Operations Manager – Orange Egypt (Part-time) (January 2024 – January 2025)

- Oversaw daily operational activities for the assigned region, ensuring smooth network site management and uninterrupted service delivery.
- Acted as the primary liaison with governorates and governmental bodies to eliminate operational barriers and maintain project continuity.
- Built and expanded productive relationships with stakeholders across public and private sectors to align with corporate objectives.
- Led high-level negotiations for network site contract renewals, securing sustainable agreements.
- Negotiated and finalized agreements for new strategic network sites, broadening operational reach.
- Resolved landowner disputes promptly, preserving trust and operational stability.
- Successfully enhanced regional operational efficiency and service quality through proactive management and stakeholder engagement.

Education

- Bachelor of Law – Asyut University (2019)
- Diploma in Judicial Procedures – Asyut University (2022)

Certifications & Training

- Microsoft Office & ICDL Certification – AIA Academy
- Advanced Negotiation Skills & Deal-Making Strategies – IPS Training Academy

- Data Analysis (In Progress)
- Digital Egypt Youth Initiative – Career Development Path (In Progress)

Languages

- Arabic: Native Proficiency
- English: Professional Working Proficiency