

Marian Mounir Youssef

HR Specialist – Office Manager - CEO personal assistant

📍 El Daher Cairo, Egypt. ☎ 01223636927 📩 maromounir1610@gmail.com LinkedIn: [mariam-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