|  |  |  |
| --- | --- | --- |
| **ASMAA HUSSEIN ABD EL AAL QABEEL**  El-Marg, Cairo, Egypt Mobile: 01208023123  E-mail: [**asmaa.qabeel@yahoo.com**](mailto:asmaa.qabeel@yahoo.com) | | |
| **OBJECTIVE** | | |
| Seeking a challenging position in a reputable company, where I can utilize my skills, knowledge and education. | | |
| **­**  **EXPERIENCE** | | |
| **Contracts Administrator – Metawee Group** | | **April 2014 to present** |
| * Generate and execute contracts and ensure that the execution is in accordance with the company policy. * Negotiate contract terms and conditions. * Provide advice and technical assistance to the company clients. * Update records of all correspondence related to contract activity. * Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules. * Track Pricing Database * Handle incoming and outgoing mails. | | |
| **Secretary – Metawee Group** | | **April 2012 to April 2014** |
| * Formatting and typing contracts ; Scanning & photocopying; Faxing; Printing e-mails; Telephone calls * Answering telephones, taking messages and transferring calls to the right person. * Greeting visitors and callers, handling their inquiries, and directing them to the appropriate persons according to their needs. * Opening, reading, and distributing incoming mail and prepare answers to them. * Preparing daily, weekly and monthly reports for incoming calls and customer visits. | | |
| **Call Center Agent- Vodafone** | | **Training** |
| **Trainings Acquired**   * Basic Business Skills Acquisition (BBSA) FGF * World Class Customer Service Dale Carnegie * Presentation Skills * Accounting, Business Correspondence and Report Writing   **Computer and Language Skills** | | |
| * Excellent command of MS office application * Good command of both written and spoken English. | | |
| **EDUCATION** |  | |
| * Faculty of Commerce – Accounting Department, Ain Shams University 2009 | | |