



Ahmed Hanafy

Administrative Assistant



Professional Summary

Experienced Office Management and Administration Professional experienced optimizing productivity, efficiency and service quality across various environments. Highly dependable, ethical and reliable support specialist and leader that blend advanced organizational, technical and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence.



Work History

2013-01 -
2022-09

Administrative Coordinator

Al Naser Sports group, Cairo,

- Executed record filing system to improve document organization and management.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Interacted with vendors to purchase and set up equipment and services.
- Monitored and directed incoming mail and prepared outgoing mail.
- Collaborated in timely processing of billing and accounts receivables.

2007-12 -
2012-11

Administrative Coordinator

AL Doha food Group, Cairo

- Monitored and directed incoming mail and prepared outgoing mail.
- Collaborated in timely processing of billing and accounts receivables.
- Coordinated flights, ground transportation and



Contact

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Emirates, 12345

Phone

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E-mail

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Skills

Correspondence
preparation

●●●●●
Excellent

Appointment Scheduling

●●●●●
Excellent

Travel arrangements

●●●●●
Excellent

Managing office supply
inventory

●●●●●
Excellent

Business administration

●●●●●
Excellent

Problem solving

●●●●●
Excellent

2002-01 -
2007-06

Administrative Assistant

Al Fateem Food Group, Cairo

- hotel accommodations.
- Made travel arrangements for staff members.
- Addressed questions and managed communications with patients and insurance agents.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Interacted with vendors to purchase and set up equipment and services.
- Scheduled office equipment repair and maintenance to extend equipment lifespan and prevent unplanned downtime.



Education

1996-05 -
2000-12

Bachelor of Science: Hotel, Motel, And Restaurant Management

The Egyptian Higher Institute For Hotel & Tourism - Cairo, Egypt

2014-05 -
2015-12

Bachelor of Science: Business Administration And Management

Ain Shams University - Cairo, Egypt



reading, workout

history books ,workout in gym

Leadership



Excellent



Languages

English



Excellent

Arabic



Excellent

German



Good

Italian



Good

Additional Information

Date of Birth: 5 - Feb -1979

Place of Birth : Kuwait

Marital Status: Married
and having 1 kid