

Sarah Fayed

Executive Assistant | HR & Office Management | Bilingual Writer

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PROFESSIONAL SUMMARY

Dynamic Executive Assistant and Office Manager with 10+ years supporting CEOs. At One Sixty-One Interiors, handled full HR functions including recruitment, onboarding, employee relations, and payroll, enhancing leadership and organizational skills. As a freelance bilingual copywriter, I strengthen business communication, internal messaging, and corporate branding. This blend of administrative, HR, and communication expertise drives operational efficiency and team effectiveness.

PROFESSIONAL EXPERIENCE

Freelance Copywriter & Content Specialist | Self-Employed

Dubai, UAE | 07/2011– Present

- Developed Arabic and English content for websites, blogs, and business pages.
- Assisted students with research projects, editing, and academic writing support.
- Collaborated with small business owners to create engaging content for online presence and marketing campaigns.
- Provided business writing services to clients, including formal letters, reports, and corporate communication.
- Wrote articles and blogs across various industries.
- Created Arabic scripts and drama writing projects.
- Delivered accurate and culturally nuanced translations (English–Arabic).

Executive Assistant to CEO & Office Manager | One Sixty-One Interiors

Egypt | Aug 2022 – Aug 2025

- Directed executive support operations, managing strategic meetings and optimizing scheduling across multiple departments.
- Oversaw full-cycle HR operations including recruitment, onboarding, payroll, performance tracking, and employee relations, ensuring compliance and fostering a supportive work culture.
- Developed HR policies and procedures that streamlined workforce management and improved staff retention.
- Coordinated internal communications, drafting executive memos, reports, and correspondence to align leadership with staff.

Administrative Assistant | Sunrise Nursery

Dubai, UAE | 08/2019 – 01/2022

Managed daily administrative operations, workflows and enhance staff efficiency. Supported teachers and management with scheduling,, and documentation.

Administrative Assistant to CEO | Iqraa Language Center

Dubai, UAE | 09/2012 – 06/2019

- Provided comprehensive administrative and executive support to the CEO.
- Managed schedules, appointments, and correspondence for the CEO and senior staff,
- Prepared and drafted reports, presentations, and official communications, maintaining professionalism and accuracy.

Administration Assistant to Sales Director | Global INC Company

6th October City, Egypt | 10/2010 – 02/2012

- Managed the Sales Director's schedule, appointments, and correspondence.
- Prepared reports, presentations, and sales documentation.

EDUCATION

- University of Mansoura – Bachelor's in Archaeology (Classical & Ancient Mediterranean Studies). 09/2003 – 06/2007
- British Council – IELTS Certification (English Proficiency: Speaking & Listening) Dubai, UAE | 06/2020 – 08/2020

LANGUAGES

Arabic: Native / Fluent. **English:** Fluent

COURSES & CERTIFICATIONS

- Administrative Professional Foundations – LinkedIn
- Strategic Thinking – LinkedIn
- Project Resource Management – LinkedIn
- Confidence: Overcoming Self-Doubt & Insecurity – LinkedIn
- Speaking Confidently & Effectively – LinkedIn
- Time Management Fundamentals – LinkedIn
- Microsoft Office Suite & Google Workspace – LinkedIn
- Canva: Web & Digital Design Projects – LinkedIn

SKILLS

- Executive Support & Office Management: Strategic calendar planning, travel coordination, vendor negotiation, high-level correspondence, workflow optimization.
- Human Resources Management: Recruitment & onboarding, payroll, employee relations, workforce coaching, HR policies & compliance.
- Business Writing & Communication: Copywriting, editing, content creation, bilingual translation (Arabic–English), corporate messaging.
- Operations & Process Improvement: Financial tracking, budget oversight, contract management, cost reduction initiatives.
- Technology: MS Office Suite, Google Workspace, CRM tools, Canva.