

Ahmed Zakarya Okasha

Contact Information:

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Professional Summary

A highly experienced Office Executive and English Instructor with over 15 years of expertise in administrative tasks and office management. Currently serving as the Executive Secretary to the General Secretary of Damanhour University. I hold a Bachelor's degree in English Language and Literature, and I am skilled in office management, budget handling, meeting coordination, translation, and communications. Proficient in MS Office Suite and Outlook, I possess strong organizational, communication, and negotiation skills. I seek to contribute my diverse skill set and expertise in office administration to a dynamic organization.

Key Skills

- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
 - Budget management and financial record-keeping
 - Strong communication and negotiation skills
 - Translation of documents (Arabic-English)
 - Event planning and coordination
 - Health and safety compliance
 - Report writing and presentation skills
 - Office management and supply coordination
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Professional Experience

Administration and Training Coordinator

May 2024 – Present

University Career and Continuing Development Center (UCCD)(Damanhour – AUC)

Administrative and Financial Tasks

- Provide logistical support in organizing events, functions, and workshops.
- Maintain attendance log and leave plans for UCCD staff.
- Procure office supplies, hospitality for training events, and stationary.
- Process repair, maintenance, and service requests.
- Receive and settle invoices and ensure proper financial documentation.

- Implement internal control mechanisms and prepare financial reports ensuring accuracy.

Training Coordination

- Manage logistics of training activities and ensure compliance with policies.
- Organize and group students for training courses based on placement and interview results.
- Collect and file student documents and ensure the implementation of Student Registration Policy.

Program Delivery

- Contribute to the delivery of career development workshops and career advising sessions.

Documentation

- Compile monthly reports in coordination with UCCD staff.
- Create and maintain an efficient filing and record-keeping system.

Executive Secretary to the General Secretary

Damanhour University — Damanhour, Egypt

2023 – May 2024

- Managed office expenditure and budget allocations for the department.
- Updated the Dean's daily agenda and managed appointments.
- Organized office layout and maintained supplies of stationery and office equipment.
- Organized and chaired meetings, taking minutes and typing agendas.
- Translated documents and reports for the Dean.
- Prepared reports for senior management and delivered presentations.
- Addressed inquiries and resolved complaints from students and staff.
- Reviewed and updated health and safety policies to ensure compliance.
- Arranged regular testing for electrical equipment and safety devices.
- Coordinated conferences, seminars, and staff training sessions.

Vice Dean Office Manager / Specialist of Higher Studies

Faculty of Pharmacy, Damanhour University — Damanhour, Egypt

2010 – 2022

- Managed office expenditure and budgetary responsibilities for the Vice Dean's office.
- Updated and managed the Vice Dean's agenda and scheduled meetings.
- Organized and maintained office supplies and equipment for optimal operation.

- Coordinated meetings with staff, prepared agendas, and recorded minutes.
 - Translated documents and reports for the Vice Dean.
 - Prepared and delivered reports and presentations to senior management.
 - Addressed inquiries and complaints from staff and students.
 - Ensured health and safety policies were up to date and enforced.
 - Organized conferences, workshops, and training programs for faculty and staff.
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Office Manager

Navy Higher Studies Institute — Alexandria, Egypt

2006 – 2009

- Prepared and managed agendas for meetings and conferences.
 - Acted as liaison between departments to ensure smooth day-to-day operations.
 - Managed and updated databases and directories.
 - Registered and disseminated incoming and outgoing correspondences.
 - Handled phone calls, inquiries, and correspondence in both English and Arabic.
 - Maintained track of pending issues and followed up as necessary.
 - Typed official letters, memos, and reports in both English and Arabic.
 - Performed general administrative duties as needed.
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Education

Bachelor of Arts in English Language and Literature

Alexandria University — Alexandria, Egypt

Languages

- Arabic: Fluent
 - English: Fluent
 - French: Intermediate
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Additional Information

- **Professional Skills:** Advanced proficiency in MS Office (Excel, Word, PowerPoint, Outlook), document translation, and administrative support.