

Samar Samir Ahmed

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Education

- Bachelor of Arts, Tourism Guidance, Ain Shams University, 2000
- Grade: Very Good

Experiences

October 2024- Till Present, Galala University

Career Development Specialist (CDS), University Center for Career Development(UCCD)

- Plan and conduct career development workshops.
- Coach students through resume development, job search and interviewing process.
- Coordinate career development services and promote career awareness, exploration, and planning.
- Provide and coordinate administration and interpretation of career assessments.
- Conduct resume critique.
- Prepare and organize career and employment events in collaboration with the employer relations and recruitment officer

December 2023- October 2024, Galala University

Admin & Training Coordinator, UCCD

- Daily management of student assistants, reception and office-wide operations.
- Managed logistics of training activities, functions
- Ensured that policies and procedures for trainings are being implemented
- Managed administrative and promotion functions of the operation
- Handled center's image building and branding activities
- Coordinated all print material (banners, brochures, posters, booklets ...etc)
- Accountable for the office's operational budget
- Compiled monthly reports in coordination with UCCD staff
- Organized events, functions and workshops
- Processed repaired, maintenance and services requests
- Provided general administrative support for other staff
- Created and maintain an efficient filing and record keeping system
- Maintained the attendance log and leave plans for UCCD staff

November 2020- November 2023, Galala University

Office Manager, Dean of Faculty of Sciences

March 2011- October 2020, Office Manager , El-Sewedy Ready Mix

- Acted as a Technical Office Manager in addition to my exact job.
- Issued Reports and Cost Analysis for each Batch Plant.
- Followed up on my Managers' Agenda.
- Attended departmental meetings upon business need.
- Followed up with other sister companies all the related work.
- Purchased all the office supplies concerning the Head Office and the Batch Plants.
- Maintained an organized and clear filing system to ensure prompt retrieval of information.
- Worked in conjunction with sales department to support sales initiatives and customer service request.

July 2007– December 2010, Office Manager, Alhalawani for Real Estate Investment

- Built a comprehensive administration, filling and documentation system
- Coordinated all the strategic plans work flow and monitoring its progress.
- Participated in preparing 6 exhibitions in Egypt and Alexandria.
- Managed Chairman's calendar and scheduled appointments.
- Arranged booking of national and international trips.

May 2000 – May 2007, Office Manager, El-Attal Group companies”

A Construction Company dealing with Several Embassies such as Malaysia, Thailand, Indonesia etc., Our Company makes renovation and Maintenance for the Embassies or the Students’ Hostels in Egypt. It has 2 Branches the 1st one is in Malaysia and the other one locates in Egypt.

- Met Delegations from several Embassies.
- Prepared tenders, analyze and interpret financial statistics and other data and produce relevant reports.
- Coordinated daily and weekly progress reports.
- Managed administrative department teams.
- Managed executive agendas.
- Planned seminars and conferences.
- Handled CEO schedule, meetings preparation and presentations and attended meetings.
- Communicated with official authorities and diplomatic Corp. on behalf of Chairman.
- Arranged complex and detailed travel plans and itineraries” travel agencies, hotel booking”, compiles documents for travel-related meetings, and accompanies supervisor when requested.

Language Skills

- Arabic " Mother tongue"
- English "Fluent "Speaking, Reading & writing”.

Computer Skills

- Excellent use of Microsoft Office Application (Word, Excel, Access, PowerPoint, Photoshop, Auto Cad MS Project).
- Very fast in Typing in both English and Arabic.

Courses

- Strategic Planning
- Time Management
- Customer Service
- Stress & Conflict Management
- Creativity for Future
- Skills for Effective Communication
- Problem Solving
- Initiating & Planning Projects
- Certified Professional Trainer
- Facility Career Development