Sayed Ahmed Mohamed Soliman

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**EDUCATION: -**

* Bachelor of Commerce (Accounting Division) Ain shams University year 2007.

**SKILLS: -**

 **Computer Skills: -**

* Excellent Knowledge of Microsoft office (word, excel, PowerPoint, Access).
* Very Good Knowledge of Operating Systems
* Very Good Knowledge of Internet Browsing.
* Very Good in Typing

**Language Skills: -**

* Native language Arabic
* Good command of both written and spoken English.

 **Personal Skills: -**

* Ability to work under pressure.
* Good communication skills.

**WORK EXPERIENCE: -**

**AUC (American University in Cairo)**

* **I have been worked as a part time assistant in the social Research center since July, 2004 until December 2008.**
* **I worked as a Full time clerk in the social Research center during December 2008 until June 2017.**
* **I'm working as a Full time assistant facilities & workshop in the social Research center during July 2017 until now.**
* Expert usage for SAP
* Fully responsible for monitoring the Center stationary and all other form of work supply in the form of receiving, arranging and storing.
* Fulfilling work order for all required office supplies
* Keeping track of in and out storage for documents and office supply
* Having full reasonability of distributing all form of correspondence received and sent from the office to other departments as well as outside the university
* Playing a major role in arranging for workshops that are held in the university and outside the university as well.
* Offering all kinds of data show and others to the workshops
* Responsible for photocopying and filing.
* Archiving and keeping scanned copies of all formal correspondence
* Taking the responsibility of data entry tasks whenever required.
* Providing support and assistance with practical tasks of the Day – to – Day operation of SRC administrative secretariat and /or Research facility.
* Handling immigration logistics for all SRC members who needs to travel abroad.
* Assist in logistical arrangements related to SRC meetings.
* Plan events, trainings, and workshops inside and outside campus for any project. (i.e. coordinating with AUC support staff, preparation of name tags/tents, and help with set up of rooms-halls).
* Answering calls, taking messages and handling correspondence
* Maintaining diaries and arranging appointments for junior staff
* Typing, preparing and collating reports
* filing
* Organizing and servicing meetings (producing agendas and taking minutes)
* Managing databases
* Prioritizing workloads
* Implementing new procedures and administrative systems
* Liaising with relevant departments
* Coordinating mail-shots and similar publicity tasks
* Logging or processing bills or expenses
* acting as a receptionist and/or meeting and greeting clients
* Good communication, customer service and relationship-building skills
* Team working skills
* Organization and time management skills
* Attention to detail
* Assertiveness
* Flexibility
* Ability to be proactive and use your initiative: to see what needs doing and to do it
* Use of standard software packages (e.g. Microsoft Office) and learning bespoke packages if required

**COURSES: -**

* ICDL (International Computer Driving License), at UNESCO
* English Course.
* Communication Skills.
* Customer Service at AUC
* Effective Negotiation Skills.
* The Power of Leadership.

**INTEREST: -**

* Internet, Play chess, walking.

**PERSONAL INFORMATION: -**

* Date of Birth: 01/09/1984
* Marital Status: Married
* Nationality: Egyptian
* Military status: Exemption