



ABU DHABI



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ASMAA SALEM

EXPERIENCE:

From 04 /2021 till 10/2022

Job title: secretary.

Job position: Abu Dhabi.

Office Name: "Hussain Mohamed Alhosani

lawyers and legal consultants.

Job Discerption:

- Greet and welcome visitor at the reception.
- Answer, screen and forward incoming calls.
- Receive and sort mails.
- Organizing meetings, setting up and circulating notes of meetings.
- Handle conflict checks and opening of new cases.
- Prepare and manage reports,
 correspondence and documents.
- Maintain schedules and calendars arrange and confirm appointment.
- Copying, scanning and storing documents.
- Saving and arrange files.
- Provide administrative support to lawyers.



- Handle the renewal of office documents such as contract and license.
- Monitors attendance of employees.
- Ensure reception area and meeting room are tidy and presentable.
- Use the Abu Dhabi court system to send case updates to client.
- Use of notary system for the work of client legal agencies.

From 10 /2016 till 10/2020

Job titel: Administration.

Job position: Egypt.

Company Name: International Liberty

School.

From 5 /2011 till 5/2016.

Job title: Surveyor Specialist.

Job position: Egypt.

Company Name: city light constructions.

From 8 /2009 till 3/2011

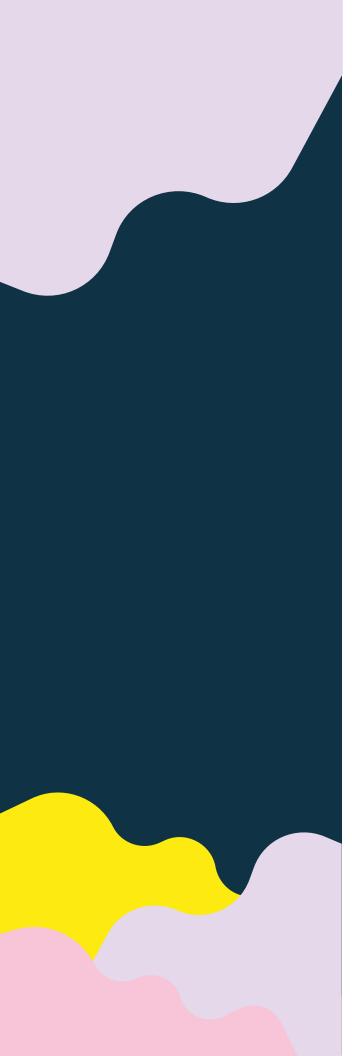
Job title: Accountant using "QuickBooks

program.

Job position: Egypt.

Company Name: Marseille real estate

construction.



- Courses:

- AUTOCAD.
- Microsoft office.

EDUCATION

- Faculty of ART, graduated 2008,
 Geographical information system
 Department, Alexandria University,
 Egypt.
- Diploma: Surveying Works, graduated 2009.

Degree: EXCELLENT. Objective

Objective:

I'm seeking a job in a respectable company where I can fulfill my goals, enhance my skills, and gain more experience and skills that would help on the development of you reputable company.