

HALA FOUAD

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Seeking a challenging career with a progressive organization, where I can develop my competencies and skills appropriately. Ability to work under Pressure. Communication Skills expressing critical opinions in essays. Ability to work in a team.

EXPERIENCE

June 2021–To May 2022

Administrative Supervisor • At (Alryadah Nursery).

- Knowledge of SPEA /KHDA guidelines, safeguarding and protection /development and implementing policies.
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have.
- Maintain nursery financial accounts and balances and accept payments and provide receipts.
- Operate standard office equipment on a regular basis, including, a copy machine, and a computer, Take inventory of supplies and restock as needed.
- Schedule weekly plan and monthly activities.
- Ensure all staff functions as a team; appropriately arranging team-building opportunities or interventions.
- Record all compliance documents for the nursery including but not limited to: fire drills, illness/accident forms.
- Mailings (nursery mailings and regular mail) as needed.
- Create and Maintain lists as needed such as: Early & After Care, Camp and School Groups, etc.
- Handle nursery social media pages.

Aguste 2018 To January 2020

Sales Executive Arabia insurance company

- Design and implement effective marketing strategies to sell new insurance contracts.
- Contact potential clients and create rapport by networking, cold calling and using referrals.
- Appraise the wishes and demands of business or individual customers and sell the suitable plans.
- Collect information from clients on their risk profiles in order to offer them the proper solution.
- Prepare reports to shareholders on the success of your business endeavors.
- Retain continuous awareness of transactions, sales and terms and keep relative records.
- Check insurance claims to solidify trust and safeguard reputation.
- Fulfill all company-established policy obligations also clarify it for each client.
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January 2016–To March 2018

Office Manager • Fam Building Contracting.

- organizing meetings and managing databases.
- Marketing Representative of properties.
- supervising and monitoring the work of administrative staff.
- managing office budgets.
- liaising with staff, suppliers and clients.
- implementing and maintaining procedures/office administrative systems.
- delegating tasks to junior employees.
- Assisting the organization HR function by keeping personnel records up to date, arranging interviews.

July 2015–To January 2016

Secretary • Baby First Nursery.

- Support and liaise primarily with the Nursery Manager and Deputy Manager.
- Welcome parents/cares and visitors in a friendly and professional manner.
- In conjunction with the Nursery Manager and the Admissions team.

- Collate and maintain information on the school database for all new Nursery joiners and current Nursery children.
- Order stationery and equipment for the Nursery in conjunction with the Nursery Manager.

EDUCATION

Alexandria University, Egypt

- Bachelor of Law [2004-2009].

Vocational Diploma in Child Care& Education of Young Children
[CACH 3]

- Dubai –UAE [2020]

SKILLS

- Internet Research & Emails.
- Arabic: Mother Tongue.
- Microsoft Office [Excel, Word, PowerPoint and Outlook].
- English: Very Good [Read & Written].

PERSONAL INFORMATION

Date of Birth: March 25th, 1986

Place of Birth: Alexandria, Egypt

Nationality: Egyptian

Marital Status: Married

Visa Status: Golden Visa (Husband's Sponsor)

Driving License: UAE and Egypt