

Islam Attia

Administration Supervisor

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Over Ten (10) years of hands-on professional experience in the administration and HR of structural design for management as well as the development of Administration. My experience was enriched through contribution to review and coordination production of and projects. building a competitive infrastructure, synchronizing supply with demand. I worked with grade A international and in Egypt and KSA. I am well versed with management and computer literate and communicate in Arabic and English effectively, and in a good I have the capacity to familiarize well and fast with new work environments.



Skills

- Having expert knowledge of logistics
- Good communication and Presentation skills
- Efficient time management
- Fast learner and hard worker
- Fluent knowledge of Microsoft Office
- Excellent knowledge of Microsoft Windows Operating System
- Data management
- Team leadership
- Staff development



Work History

Jul 2007 - Aug 2007 **Training**
Petrojet

Aug 2008 - Jan 2009 **Inmac**
Maintenance Division Manager, cairo
P.C Maintenance Officer

Feb 2009 - Jan 2010 **Administrative Affairs Official**
Hactech, cairo

- Developed team communications and information for [Type] meetings
- Sales

 Feb 2010 - Administrative Official

Nov 2011 *Egyptian Travel Agents Association Red Sea Bran, Red sea*
Projects Implementation for Etaa
Develop and redesign the menu with Operation department
Responsible for organizing meetings and conferences
Responsible organizing of personnel and administrative affairs

 Jan 2013 - Affairs Official Administrative

Mar 2013 *Engineer Abdullah Nasser Bin Jama'an Office For, KSA*

- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities
- Helped employees with day-to-day work and complex problems by applying motivational and analytical strategies

 Aug 2013 - Administration Supervisor

Current *Al Tafweedh Group , KSA*
Develop and redesign the menu with Operation department
Processing Custom Transactions for Maritime Agents Navigation
Responsible Dealing Ministry of Labour and Immigration
Responsible for organizing meetings and conferences
Demonstrated knowledge of company's mission, purpose, goals, and ability to help employees successfully achieve them

**Education** **Sep 2004 - Bachelor of Information Systems**

Jun 2008 *Thebes Academy*

- o Degree subject – Pass
- o Graduation Project- Excellent

**Languages**

Fluent language Arabic

Good command of written and spoken English

**Certifications**

Certificate of ICDL 2009

Certificate of General Accounts (Manual- Computerized)

Certificate British cultural (8-9) English