

AMAL I. SALAMA

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- Motivated and organized individual seeking challenging office manager job opportunity in a well-organized corporation where I can use my experience in management that will assist me in managing various operations in office. My leadership skills should help me out in contributing to the business development. I would like to make use of my educational qualifications, with my experience in the virtual field to conduct my tasks to the best of good organization.
- The position of Office Manager is responsible to lead the office staff to present exceptional customer service. I would like to state that I have completed my bachelor's degree in arts side with specialism in French literature. Some key facts of my potential will help me to perform my duties.

EXPERIENCE

SEPTEMBER 2016 – TILL PRESENT

OFFICE MANAGER, NEWGIZA UNIVERSITY NGU

- organizing board meetings and managing databases
- booking transportation and accommodation
- organizing university's events, ceremonies, and conferences
- ordering stationery, catering, ...
- dealing with correspondence, complaints, and queries
- preparing letters, presentations, and reports
- supervising and monitoring the work of administrative staff
- consulting with staff, suppliers, and clients
- implementing and maintaining procedures/office administrative systems
- delegating tasks to junior employees
- organizing induction programs for new employees
- ensuring that health and safety policies are up to date.
- using a range of software packages
- attending meetings with senior management
- assisting the organization's HR function by keeping personnel records up to date, arranging interviews

APRIL 2008 – JUNE 2016

OFFICE MANAGER, ARAB COUNCIL FOR POSTGRADUATE STUDIES AND SCIENTIFIC RESEARCH-CAIRO UNIVERSITY

- Managing all correspondences letters, phone calls, and international relations
- Organizing all board meetings
- Member in academic promotion committee
- Responsible of all hotels booking, flights and restaurants reservations

- Responsible of all needed translations (meetings, documents, guidance...etc). □
Organizing receptions and related celebration.
- Responsible of website information update
- Interpreter (English – Arabic – English), (French-Arabic-French)

JULY 2002 – JULY 2005

OFFICE MANAGER, ARROW IT CO. FOR ELECTRONICS AND COMPUTER SYSTEMS

- Maintaining office services: organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Providing historical reference: defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintaining office efficiency: planning and implementing office systems, layouts, and equipment procurement.
- Keeping management informed: reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintaining professional and technical knowledge: attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributing to team effort: accomplishing related results as needed.

MARCH 2001 – JUNE 2002

OFFICE MANAGER, HOLW EL SHAM CO. FOR FOOD MANUFACTURING

FEB 1999 – FEB 2001

SENIOR EXECUTIVE, KAZAREEN CO. IMPORTING, EXPORTING & MANUFACTURING TEXTILES

SEP 1995 – OCT 1998

EXECUTIVE SECRETARY, NOREAST CO. FOR IMPORTING, EXPORTING & CONSTRUCTIONS

EDUCATION

JAN 2007

OFFICIAL DOCUMENTARIES TRANSLATION, FRENCH-ARABIC-FRENCH (AUC)

OCT 2006 JOURNALISM TRANSLATION, FRENCH-ARABIC-FRENCH (AUC)

JUNE 1995

BACHELOR OF ARTS, CAIRO UNIVERSITY

SEP 1990

HIGH SCHOOL, RELIGIEUSES FRANCISCAINES – LYCEE BAB EL LOUK

SEP 1990

HIGH SCHOOL, RELIGIEUSES FRANCISCAINES – LYCEE BAB EL LOUK

SEP 1998

ALLIANCE FRANCAISE, (FRENCH LANGUAGE DIPLOMA) – FRENCH MINISTRY OF EDUCATION

SKILLS

- Excellent oral, written, and interpersonal skills.
- Extremely confident and innovative
- Perfectly organized all time.
- Ability to support junior staff.
- Experienced to solve management's issues.
- Familiar with diverse computer software
- Able to interact with people different kind of nature.
- Perform well under pressure.
- Capable to motivate workers to develop productivity.
- Self-starter (willing to take initiative rather than waiting to be told what to do)
- Commitment and drive
- Time management skills
- Management and leadership experience
- Ability to learn, create, self-improved.
- Excellent communication skills
- Skilled to smoothly perform office.
- Experienced Interpretation and translation operation

ACTIVITIES

- Reading and drawing
- Travelling
- Swimming
- Sports
- Movies

LANGUAGE PROFECIENCY

- Arabic "Native language"
- French "Fluent"
- English "Fluent"
- Italian "Good"
- German "Fair"