



# MAHA EDWARD HABIB Iskandar

## Objective

Applying for position that match my Qualifications.

## Personal Information

Name: Maha Edward Habib Iskandar.

Date of birth: 18/3/1980.

Marital status: Married.

Driving License: Valid

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## Education

Bachelor of Education French Dep.

Cairo University, Beni Swef Branch, [Good grade].

## Personal skills

Strong & leading Personality.

Good communication Skills.

Good presentation Skills.

Ability to Work under different circumstances.

Time to Learn New Tasks Quickly.

Time Management and Organization.

Demonstrated ability to gain customer trust and provide exceptional follow-up

Expertise in resolving customer complains

## Languages

Arabic: Fluently (Mother Tongue).

English: Fluent Verbal & Written

French: Very Good Verbal & Written

## Professional experience

**2002– 2005** Retail Specialist & Post office Clerk @ SEAVIN CO.

(American company working with the American Air Forces and Office of Military Cooperation).

**Tasks of work as retail specialist:**

Handle all sales operation fast & accurate.

Operate cash register & bag customer merchandise

Perform periodic inventories

Handle other customer services such as dry clean and film processing

File all paper works

Expert in the BARCODE sell system

**Tasks of work as post office clerk**

Do all mail services for the customer such as weight boxes, put stamps, send & receive letters

Distribute incoming mail into customer's mail box.

Supply information about different destinations and the coast of sending boxes to.

**2005- 2011** Communication Secretary @ SEAVIN CO. (American company working with the American Air Forces and Office of Military Cooperation).

**Tasks of work as a communication Secretary:**

Design office filing systems.  
Implement policies and procedures; maintain efficient work flow.  
Sort mail; organize, expedite and follow up on projects  
Operating a communication center [dialing, answering and transferring phone calls].  
Supplies information to callers and keep record of taken messages.  
Connecting conference between lines.  
Checking Radio operating regularly.  
Directing callers to the appropriate person and department.  
Operating and monitoring many TV channels.  
Operating fax and copy machines.  
Fast responding and dealing with any emergency calls.  
Doing news channel (information about the site into A Power Point presentation).  
Translate and support conversations between American CEO and Egyptian employees.

**2012- 2013** French teacher @ Saint Mark languages Schools  
teach French language to several grades  
KG 2, Primary 2, Primary 4, primary 6

**2022- 2024** Chairman's office manager @ Mashroo3k CO  
A company that deals with Feasibility studies of investment projects

**Tasks of work as Chairman Office Manager:**

Managing Chairman Calendar (meetings – appointments – travels)  
Dealing with staff issues and establishing and maintaining policies and procedures.  
Recording the Board's decisions and following up on their publication and implementation, and archiving them  
Summarizing reports and minutes in specific points  
Maintaining business secrets  
Organizing and attending meetings & make notes about it.  
Using a variety of software packages such as filing systems,  
Booking transport and accommodation and arranging.  
Dealing with correspondence, complaints and queries.  
Preparing documents, presentations and reports  
Supervising office and administrative systems  
Supervising and monitoring the work overall.

Thank you and appreciate your time