**To whom it may concern**

**Personal data:**

**Name**  **: Reham Gamal**

# Gender : Female

**Nationality : Egyptian**

**Date of Birth : 01/08/1976**

**E-mail :** **rehamgamal@hotmail.com**

**Education:**

**School : Notre Dame de Sion (French school)**

**College**  **: Bachelor Degree of Commerce, English Dept.,**

 **Alex. University**

**Minor : Marketing, Management, Accounting & Finance**

**Major : Accounting**

**Graduation year : May 98**

**Qualifications :**

**\* Languages :**

**Arabic : Mother Tongue**

**English : Excellent (Fluent spoken & written)**

**French : Excellent (Fluent spoken & written)**

**\* Computer Skills :**

1. **Microsoft Word XP (Microsoft Office Specialist; MOS)**
2. **Excel XP (Microsoft Office Specialist; MOS)**
3. **Power Point XP (IBM certified)**
4. **Publisher**
5. **Microsoft Outlook XP (IBM certified)**
6. **Internet Fundamentals (IBM certified)**
7. **Access**
8. **Photoshop CS2**

**\* Courses:**

1. **Preparing EMBA**
2. **International Business Driving License - IBDL (certified trainer)**
3. **Project Management**
4. **Customer Services**
5. **Time Management**
6. **Business Writing**
7. **IT Orientation**

**\* Work Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name**  | **From**  | **To**  | **Job Title**  |
| **ITS**  | **July 11** | **Now**  | **Part Time trainer**  |
| **El Nasr Clothing & Textiles (KABO)** | **21/5/07** | **Now**  | **Business Development coordinator / Assistant to the chairman** |
| **COPALIN for Chemical Industries**  | **1/2/07** | **18/5/07** | **Business Development Assistant & ISO Supervisor (part time)** |
| **ONYX Alexandria** | **16/1/05** | **14/11/06** | **Financial & Administrative Director's Assistant** |
| **Egyptian LNG**  | **1/8/04** | **13/1/05** | **Executive Secretary**  |
| **Master Trade Int’l**  | **3/8/00** | **31/7/04** | **Office Manager**  |
| **American Middle East**  | **15/9/99** | **27/7/00** | **Assistant Office manager** |
| **Storm Marketing Consulting**  | **22/7/98** | **1/7/99** | **Marketing Executive**  |

1. **El Nasr Clothing & Textiles co. (KABO)**

**Activity: Manufacturing & Exporting Ready Made Garments**

**Post : Business Development coordinator/Assistant to the chairman**

**Duties :**

1. **Handling Business development projects.**
* **Creating & publishing a new website.**
* **Renewing company's showroom.**
* **Develop promotional materials (banners, business cards, catalogues, flash intro…)**
* **Preparing for exhibitions both International & local.**
* **Accompanying & assisting external consultants to easily conduct their tasks.**
* **Assisted HR in the early retirement project.**
1. **Authorized person to deal with Industrial Modernization Centre IMC, a governmental organization supporting factories with subsidized services for development. Conducted several projects;**
* **Hiring Int'l experts.**
* **Production optimization.**
* **Assisting the Quality Assurance team to obtain several int'l quality certificates.**
* **ERP implementation.**
* **Training.**
1. **Coordinating between the chairman & all the company's department heads.**
2. **Preparing for & attending the Board of Directors meetings.**
3. **Assisting the chairman; submitting accurate business** **reports & data analysis, attending meetings & follow the execution of the decisions taken.**
4. **Public Relations.**
5. **HR specialist (preparing top management's payroll, contracts, vacations, business travels, benefits …).**
6. **COPALIN for Chemical Industries**

**Activity: Manufacturing paints, inks & chemical materials.**

**Post : Business Development Assistant & ISO supervisor (part time)**

**Duties :**

1. **Assisting the Business Development Director in all aspects, i.e., executing the plans for development, approaching new clients, restructuring of the company.**
2. **Supervised the process of ISO preparation.**
3. **Some administration tasks.**
4. **ONYX Alexandria**

**Activity: Onyx Alexandria for Complementary Services in Waste Treatments**

 **(Multinational Co.)**

**Post : Financial & Administrative Director's Assistant**

**Duties :**

1. **Analysis of the cost control reports.**
2. **Other financial tasks.**
3. **Translation French-English-French, English Arabic English, Arabic-French-Arabic.**
4. **Preparing all documents for the Board of Directors & the General Assembly meetings.**
5. **Creating new filling system.**
6. **Administration Tasks**
7. **Egyptian LNG**

**Activity : Egyptian Operating Company for Natural Gas Liquefaction Projects S.A.E.**

 **(Multinational Co.)**

**Post : Executive Secretary**

**Duties :**

1. **Administration Tasks:**
2. **(Filling, Faxing, Preparing offers & letters, Translating, Creating sheets & forms for my dept., reporting to Line manager, etc).**
3. **Assisting the HR department.**
4. **Handling extra duties assigned to me by the Site Director & replacing his personal assistant when absent or in vacations.**
5. **Contributed in the recruitment of 110 personnel ( screening CVs , creating data base**

 **system of the candidates, etc).**

1. **Master Trade Int’l**

**Activity : Leisure and Recreation Field :**

* **Importing Fitness Equipment (sole agent of big Italian corporation)**
* **Construction of Health Clubs (Jacuzzi, Sauna & Steam Rooms) & agent for its accessories.**
* **Construction of Fiber Glass products (like water slides, kids plays, etc) in the factory owned.**
* **Importing all Billiard, Baby foot, Air Hockey with all their Accessories beside the soft kids' plays.**
* **Video Games Owned ( Selling & Renting )**

**Post : Purchasing & Office Manager**

**Duties :**

1. **Managing the sales, maintenance & Accounting Depts.**
2. **Managing the Customer services & Public Relations departments.**
3. **Managing the procurement Dept.:**

**Buying the products & materials needed in our projects both locally & internationally: Conducting all the international correspondences with the suppliers in Europe, Japan & USA, starting from issuing the purchasing orders till the delivery of the shipment to the client. (Gained good knowledge of the Importing & forwarding procedures).**

1. **Preparing offers, promotional materials, following the execution of the deals & reporting to the managing director (owner).**
2. **Establishing new accounting, filling & reporting system. Following the co.'s financial situation with the external accountant.**
3. **American Middle East Co.**

**Activity : A quality control office on garments shipped to USA**

**Post : Assistant Office Manager**

**Duties :**

1. **Administration Tasks:**

 **Filling, faxing, reporting to the head office both through reports & phone conferences.**

1. **Responsible for the accounting process and petty cash.**
2. **Following the daily status of operating the orders in factories with the engineers.**

**Special Skill : Gained knowledge about the garments manufacturing & their exporting procedures to USA, also made social relations with the factories in this field.**

1. **Storm Marketing Consulting :**

**Activity : A marketing consulting office**

**Post : Marketing executive**

**Duties :**

1. **Dealing with local & International customers.**
2. **Preparing official letters & offers.**
3. **Designing promotional materials both script & design:**

**Fliers, brochures, catalogues & company profiles.**

1. **Assisted in recruitment operations & in the preparation of training programs.**
2. **Assisted in the preparation of the budgets of some projects.**
3. **Held international communications & correspondences.**
4. **Administration tasks: filling, faxing & reporting to the managing director (owner).**

**Special Skill :**

* **Enrich my computer skills (both in the office & the designing programs).**
* **Good Communication Skills.**
* **Gained good knowledge of the Egyptian & the gulf market in some projects we made studies for.**
* **Held responsibility of the marketing dept. in Storm Marketing consulting co. for one month.**

**\* Summer Training:**

1. **Misr Exterior Bank :**

**Department : Telex Dept.**

**Duration : From 1/8/97 to 1/9/97**

**Duties : Sending, receiving telexes & communicating with the other departments.**

**Special Skill : Learned the telex process & held the responsibility of the dept. for 2 weeks.**

1. **Cairo Far East Bank :**

**Department : L/Cs and Customer Services.**

**Duration : From 1/8/96 to 19/9/96**

**Duties : Trained in the customer services dept., the current accounts, public**

 **relations, letters of guarantee, loans & bills. Also had an idea of the**

 **clearing house operations.**

**Special Skill : Gained a general knowledge of the bank activities.**