Shaimaa Sharaf

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| **Misho\_me31@hotmail.com** |
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| [**http://www.linkedin.com/pub/shaimaa-sharaf/60/891/782**](http://www.linkedin.com/pub/shaimaa-sharaf/60/891/782) |

Objective

*I am Looking forward to working with a well-established and fast growing company , whereby I can improve my capabilities, my skills and be stable.*

Qualifications

* + Bachelor of Arts, Faculty of Arts, English translation department, Cairo Univ. 2005.
  + Diploma of Computer, 1998.

Trainings

* + Training in **Environmental Projects Management** , by **Team Misr** , July 04

***Secretary***

1. How to manage the environmental projects.
2. Defining your responsibility.
3. How to be a team leader of a project.

Training in **Time Management and Work Under Stress,** by **Team Misr** , June 04

***Secretary***

1. How to organize your time.
2. How to arrange the priorities according to its importance.
3. How to achieve your work easily and quickly.
4. Determine the obstacles and how to avoid them.
   * Training in **Admin. Development Program in Strategic Planning,** by **Team Misr ,** Mar. 03

***Secretary***

1. How to write a complete project.
2. How to put a strategic plan for the association.
3. How to determine the vision and mission of the association.

**Three levels in English at Birlitz language center.**

Work Experience

* **Dec. 2014 till present (( Freelance – El-Marwa Translation & Typing, Dubai)**

***Translator***

1. Translate from English into Arabic and vice versa.

* **Nov. 2013 till present ((Freelance - HE Words Translation office , United Kingdom)**

***Translator***

1. Translate from English into Arabic and vice versa.

* **Dec. 2013 till May 2014 (Work from home as a web Researcher- KSA )**

***Web Researcher***

1. Search the web for ancient books and make a report with the result.

* **Sep. 07- Feb.2011 ((IGI Real Estate)) Follows to IGI Group**

***Technical department Executive Secretary***

1. Handle all the day-to-day correspondences, faxes, letters, and emails.
2. Handle direct manager's phone calls & Keep personal records.
3. Filling system for all projects.(6 projects)
4. Contact between the sites and the technical department.
5. Keep record of incoming & outgoing documents.
6. Handling the department database system.
7. Organize manager's meetings and appointments
8. Hand over for the finished projects.
9. Translate some memos, letters and E-mails from Arabic into English and vice verse

* **May 05 – July 06 ((UNDP/GEF/EEAA/ Bioenergy Project)) Cairo, Egypt**

***Secretary / Administrative Assistant***

1. Assist the project coordinator in the project implementation.
2. Manage all communications within and outside the project.
3. Filling system.
4. Preparation of all forms necessary for recruitment of project personnel under the direct supervision of project coordinator.
   * **Mar. 02 –Apr. 05 AOYE and RAED , Cairo, Egypt**

***Chairman Secretary and projects manager assistant***

1. Check, send mails and Faxes,
2. Filling system.
3. Help in conferences preparation.
4. Arrange the appointments for the president.
5. Typing, design brochures and invitations.
6. Keep record of all incoming and outgoing correspondences.
7. Receive incoming documents and distribute it.
8. Preparing for events (workshops, conferences, seminars).
   * **Dec. 98 – Feb. 02 Afarco" for contracting & supplying", Cairo, Egypt**

*Secretary*

1. Transfer phone calls.
2. Arranging appointments.
3. Receive incoming documents.

Related work Activities & Experience

* + Participated in the Regional Workshop of Global Environment Facility (GEF) , Small Grants Programme (SGP), Intercontinental Pyramids, Feb. 05

*Prepare and send invitations, confirm attendance, registration form, name tags and prepare workshop papers, welcoming attendance.*

* + Participated in discussion of the educational environmental book “***Water in the Mediterranean***”, Arab League, Dec. 04

*Prepare and send invitations, registration form, name tags, confirm attendance, , welcoming attendance*

* + Participated in inauguration of the Arabic book “***Water in the Mediterranean***” celebration, Pyramiza hotel, Nov. 04

*Prepare and send invitations, registration form, name tags, confirm attendance and prepare workshop paper, welcoming attendance*

* + Participated in opening conference of **“*Cairo Air project***”. Air Defense building Sep.04

*Prepare and send invitations, confirm attendance, registration form, name tags, welcoming attendance.*

* + Participated in terminal conference of “***Environment Street project*”** Aug. 04

*Prepare and send invitations, confirm attendance, registration form, name tags and prepare workshop paper, welcoming attendance*

* + Preparation for “***The Annual Meeting of Universities Youth***” (Annual, 02,03,04)

*Prepare meeting’s pamphlet and questioner, send letters to the universities deans*

* Participated in “ ***The Universities Youth Camp***”, Areesh, June 03

*Participated as a supervisor*

* + Participated in “***From Bally to Johannesburg*”** symposium, Marriott hotel, June 02.

*Send invitations, confirm attendance, registration form and name tags, welcoming attendance.*

* + Participated in *“****Dialogue and Society Partnership****”* symposium, Marriott hotel, Apr.02.

*Send invitations, confirm attendance, registration form, welcoming attendance*

* + Participated in *“****National Environment day****”* conference, *(Annual, 02,03,04)*

*Prepare and send invitations, registration form, name tags, confirm attendance and prepare workshop papers*

* + Participated in *“****World Environment day****”* conference, *(Annual, 02,03,04)*

*Prepare and send invitations, registration form, name tags, confirm attendance and prepare workshop papers, welcoming attendance*

* + Participated in “*Clean Up the World Campaign*”. (Annual, 02,03,04)

*Prepare and send letters to the donors, name tags, confirm participation and supporting*

* + Participated in opening conference of *“****Environment Street project” Aug. 02***

*Prepare and send invitations, registration form, name tags, confirm attendance and prepare workshop papers, welcoming attendance*

* + Participated in *“****Solid Waste Management****”* conference, Meridian hotel.

*Prepare and send invitations, registration form, confirm attendance and prepare workshop papers, welcoming attendance*

* + Prepared Guide of the NGOs which work in Development Society and Protect Environment in the Arab countries, issued by League of Arab States (600 pages).

Skills

* + *Excellent knowledge of Ms Word, Outlook Express, Internet browsing.*
  + *Good knowledge of Windows, Excel, Power point, Publisher, Adobe, Paint.*
  + *High speed typing (Arabic – English).*
  + *Arabic native language speaker.*
  + *Very good spoken and written English.*
  + *Ability to work on multi-tasks simultaneously.*
  + *Strong communication and interpersonal skills.*
  + *Organizational and time management skills.*
  + *Very good team member.*

Personal information Interests

**Date of Birth :** *04/03/1979* ***\**** *Reading, learn new languages*

**Nationality :** *Egyptian* ***\**** *Listen to classical music*

**Marital Status:** *Married +3* ***\*****Design, decoration, cooking*

References furnished upon request