



---

## CANDIDATE RÉSUMÉ

**Rania Youssef**

### Education:

*B.A. in Arts & Education – English Dept.*

*Ain Shams University – 2002, Grade (Good).*

### Professional Experience:

#### 1. From January 2016 to Date

- **Company Name** : **Construction Management Systems (CMS)**
- **Company Field** : General Contracting & Construction Services
- **Job Title** : **Board of Directors Secretary**
- **Responsibilities** :
  - Handling BOD meetings procedure including: preparing meeting agenda , sending meeting invitation, taking M.O.M and preparing meeting report then following up results & assignments till the next meeting.
  - Maintaining BOD Calendar through arranging and scheduling his meetings and appointments.
  - Coordinating between Top Managers to follow up and insure that workflow is running smoothly.
  - Handling phone calls and provide personal administrative support to BOD when needed.
  - Handling business trip for BOD and Top Managers and preparing related arrangements.
  - Receiving incoming e-mails & determining which priority matters & alerting the BOD accordingly.
  - Organizing the office layout and maintaining supplies of stationery and equipment for BOD.
  - Coordinating & following up the repair and maintenance of office equipment for BOD.
  - Handling all kinds of preparations & arrangements for business review meetings, Conferences or visits.
  - Support the chairman in all aspects of his job
  - Handling and preparation of all memos and announcement from BOD to the organization.
  - Acting as A liaison between the BOD & heads of functions for any kind of arrangement.

## 2. From January 2014 to January 2016

- **Company Name** : **Afri Medical**
- **Company Field** : Manufacturer & Supplier of Medical Supplies & Consumables.
- **Job Title** : **Office Manager to The MD**
- **Responsibilities** :
  - Handling Top Management meetings procedure including: preparing Meeting Agenda , sending meeting invitation, taking M.O.M and preparing meeting report then following up results & assignments till the next meeting.
  - Maintaining MD Calendar by arranging and scheduling his meetings and appointments.
  - Coordinating between Top Managers to follow up and insure that workflow is running smoothly.
  - Dealing with internal & external correspondence, complaints and queries related to MD.
  - Maintaining the filing system, and filing all correspondence, reports, MOM ... etc.
  - Delegating work to staff and managing their workload and output.
  - Preparing reports and presentations for the MD.
  - Collecting reports or requests needed to be signed from MD, and spread them out after being signed.
  - Supervise various arrangements before visits to the company.
  - Receiving incoming e-mails & determining which priority matters & alerting the MD.
  - Organizing the office layout and maintaining supplies of stationery and equipment.
  - Coordinating & following up the repair and maintenance of office equipment of the MD.
  - Handling business trip for MD and Top Managers preparation including: reservation of air tickets, hotel accommodation, trip announcement, travel allowance issuance ... etc. in coordination with the in charge person abroad to act according the business trip schedule & agenda.
  - Acting as A liaison between the MD & heads of functions and reporting to him while he is abroad on business trips.
  - Handling all kinds of preparations & arrangements for business review meetings, Conferences or visits including: reservation of meeting or conference rooms, supervising food & beverage needs, checking data shows status...etc.

### 3. From December 2010 to December 2013

- **Company Name** : **Red Sea International Petroleum Services**
- **Company Field** : It's a group of Three companies:
  - The 1<sup>st</sup> Company is working in the field of general contracting and their activities include Drilling locations preparation, Infra-structures and Electro-mechanical installations, and Roads planning, construction, pavement and maintenance.
  - The 2<sup>nd</sup> company is working in treatment of liquid & solid wastes resulting from processing Gas & Oil drilling operation.
  - The 3<sup>rd</sup> Company is a Marine Vessel Owners, Operators, Charterers and Agents. They provide specialized Service in Salvage Support, Towing, Oilfield Supplies and Anchor Handling.
- **Job Title** : **Bidding & Contracts Manager**
- **Responsibilities** :
  - Coordinating between Project Managers to follow up and insure smooth work flow.
  - Preparing and updating company profile, brochure, website & prequalification.
  - Preparing all Tender Documents & following up the Tenders Process till it's turned to be a contract.
  - Handling & following up all the operations of the current contracts and the renewal of them (if any).
  - Handling and following up procurement of vessels' supplies, and make sure that it is within the budget.
  - Keeping and updating records of the projects.
  - Dealing with internal & external correspondence, complaints and queries of clients.
  - Liaising with staff, suppliers and clients and giving the feedback to the CEO.
  - Handling all kinds of Insurance Policies required for the company and following up its renewal.

#### 4. From December 2006 to November 2010

- **Company Name** : **Dar Al Mimar Group (DMG)**
- **Company Field** : DMG is a group in the Middle East with member companies in the three sectors of Engineering, Real Estate And Hospitality.
- **Job Title** : **Assistant C.O.O. (Chief Operation Officer)**
- **Responsibilities** :
  - Handling Top Management meetings procedure including: preparing Meeting Agenda, sending meeting invitation, taking M.O.M and preparing meeting report then following up results & assignments till the next meeting.
  - Maintaining COO Calendar.
  - Coordinating between departments.
  - Participating to prepare & update company Business Plan.
  - Preparing & updating company internal regulation.
  - Participating to prepare preliminary studies.
  - Preparing company profile, brochure & Prequalification.
  - Preparing technical & financial offers, contracts & presentations in addition to following up clients.
  - Reservation of air tickets & hotel accommodation for our staff abroad or our guests inside as well.
  - Responsible for internal & external correspondences related to the C.O.O.
  - Following up all affairs of the C.O.O.

5. From January 2003 to November 2006

- **Company Name** : **Design & Project Management Engineering Co. (DPME)**
- **Company Field** : Engineering Consultancy firm providing design, technical assistance and project management services for great scale projects in Electromechanical System, it has three branches (Egypt, Qatar & KSA).
- **Job Title** : **01-2005 to 11-2006**  
**Assistant General Manager**
- **Responsibilities** :
  - Updating all administrative forms and creating new forms from scratch like schedules, reports, records, evaluation forms, time sheets, charts... etc
  - Reviewing all documentations that serve any department or division in the company.
  - Supervisor on the secretary staff to guide them to the right way of preparing documentations of all departments.
  - Handling admin. Meetings procedure.
  - Coordinating between departments & distributing work on secretary staff.
  - Examining & evaluating new candidates nominated to fill secretary & assistance positions in languages & computer skills.
  - Reservation of air tickets & hotel accommodation for our staff abroad or our guests inside as well.
  - Responsible for internal & external correspondences of the G.M.
  - Following up all affairs of General Manager.
- **Job Title** : **01-2004 to 01-2005**  
**Assistant For Design Manager.**
- **Responsibilities** :
  - Responsible for dept. internal & external correspondences.
  - Supervisor on the secretaries of design dept. to review project documentation and finalizing it.
  - Coordinating between design dept. divisions (Electrical, HVAC and Plumbing)
  - Following up Design Manager Affairs.
  - Filling system of Design Manger documentation.
  - Handling meetings between heads of divisions in design dept.
  - Coordinating & following up projects progress.
  - Supporting marketing dept. in preparing technical & financial offers.
- **Job Title** : **01-2003 till 12-2003**  
**Admin Assistant for Design Dept.**
- **Responsibilities** :
  - Responsible for dept. internal & external correspondences.
  - Converting documentation & forms from English to Arabic and vice versa.

- Preparing all engineering forms and documents such as: bill of quantities, technical specifications, contracts, manufacturers lists, time schedules, calculation sheets, projects follow up reports, projects technical & financial reports, check lists, project working hours schedules, & drawing lists.
- Following up all the dept. affairs.
- Filling system of design dept.

### Professional Training, Courses & Certificates:

#### Practical Training:

- 2000 to 2001 As an English Instructor at Saraya Elkobba Preparatory School, Cairo, Grade (**Excellent**)
- 2001 to 2002 As an English Instructor at El Salam College Experimental School, Cairo, Grade (**Excellent**)

#### Courses & Certificates:

- Attending currently Training Program in **Human Resources Management at AUC** (April 2015)
- Passed **SEPT (Standardized English Proficiency Test)** and attained **level 12** at **AUC** (June 2015).
- **English Conversation Skills** courses at **ICT Center** in association with **American University in Cairo** (From June 2010 to April 2012)
- Passed **TOEIC (Test Of English for International Communication)** with **Score 650** at **AMIDEAST** (June 2010).
- **ICDL (International Computer Driving License)** at **Synergy (Global Knowledge)** (April 2010)
- Several **Soft Skills** courses (presentation skills, communication skills, Leadership Skills, Interpersonal Skills ...etc.) (2009)
- **French** course at **MODLI (Ministry Of Defense Language Institute)** (2006).
- **B.B.S.A. (Basic Business Skills Acquisition)** program at **F.G.F. (Future Generation Foundation)** – Grade (93.5%) (October 2002), the course included the following:
  - **Business English (AMIDEAST):**  
*Learned to: Conduct Business Meetings, Negotiate Problems, Handle Telephone Conversations, Handle Business Correspondences, Greet Foreign Visitors, Solve Customers' Complaints, and acquire Presentation Skills.*
  - **Computer Skills (Global Knowledge "Synergy"):**
    - Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)
    - Ms. Project
    - Internet Research.

#### Languages Skills:

- **Arabic** : Mother Tongue.
- **English** : Fluent
- **French** : Intermediate

#### Computer Skills:

- Proficiency In using Microsoft Office (Word, Excel, PowerPoint, Outlook, Visio)
- High typing speed in both English & Arabic.

#### Interpersonal Skills:

- Excellent communication, presentation, negotiation and leadership skills.
- Excellent business writing skills.
- Ability to work under pressure.
- Ability to listen and document what I have heard.
- Willingness to acquire new skills and a fast learner.
- Willingness to do a good job.
- Ability to follow rules & having positive work ethics.
- Self-motivated, Dynamic, Flexible and Details Oriented.
- Good Teamwork Player, Initiative and Goal Oriented.

#### Personal Data:

- **Date of Birth** : 18<sup>th</sup> August 1981
- **Place of Birth** : Cairo – Egypt
- **Marital Status** : Married
- **Nationality** : Egyptian
- **Passport & Driving License Status** : Valid
- **Car Availability** : Owning a private car.
- **Total Years of Experience** : More than 13 Years