

HESHAM MOHAMED

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Summary

Accomplished Administrative Professional with a Bachelor of Management Information Systems and 7+ years of experience in executive support, office management, and HR coordination. Expert in vendor management, diary/calendar scheduling, and advanced MS Office. Demonstrated ability to cut overhead costs, manage budgets, and handle confidential personnel records. Fluent in Arabic and English, with a strong background in data-driven administrative systems.

Work Experience

Executive Administrative Assistant

Tuska, Egypt

September 2022 - Present

- Act as the point of contact between the executives and internal/external clients.
- Undertake the tasks of receiving calls, taking messages and routing correspondence.
- Handle requests and queries appropriately.
- Maintain diary and arrange meetings and appointments and provide reminders.
- Make travel arrangements.
- Managed and updated administrative databases and MIS reports with 100% data accuracy.
- Optimize office supply procurement, reducing monthly overhead costs by 10% through vendor renegotiation.
- Produce reports, presentations and briefs.
- Develop and carrying out an efficient documentation and filing systems.
- Screening and shortlisting CVs and helping with interviews.

Office Manager & Administrator

4G for Importing & Exporting - Fayoum, Egypt

April 2017 - July 2022

- Scheduled meetings, appointments, and booked corporate transportation and accommodations.
- Organized office operations, procedures, and streamlined daily workflows.
- Coordinated with HR and Finance departments to maintain up-to-date personnel records and financial documents.
- Ensured all vendor items and invoices were processed and paid on time.
- Managed contract and price negotiations with office vendors, service providers, and property lease management.
- Controlled the office budget, ensuring accurate and timely financial reporting.
- Provided general administrative support and onboarding assistance to visitors and new hires.

Education

Bachelor of Management Information Systems

Higher Institute for Advanced Studies

Giza, Egypt, Graduated in 2019

Languages

Arabic: Native - English: B2 (Upper-Intermediate) - French: A2 (Elementary) - German: A1 (Beginner)

Skills

- Administration & Operations: Executive Support, Office Management, Vendor & Contract Negotiation, Procurement, Calendar & Travel Coordination, Budgeting & Cost Control, Office Supply Procurement.
- HR Coordination: CV Screening, Recruitment Assistance, Employee Onboarding, Personnel Records Management.
- Technical Skills & MIS: Management Information Systems (MIS), Advanced MS Office (Excel, PowerPoint, Word, Outlook).
- Soft Skills: Negotiation, Leadership, Problem Solving.