



# MOHAMEDYASSER TAHA

Office Manager

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## PROFILE

dynamic office manager with extensive experience overseeing office operations to ensure a productive and positive work atmosphere adept in providing outstanding day-to-day administrative support to management and staff .CHRO certified and committed to continually growing both professionally and personally .

## EXPERIENCES

### Office Manager (Oct 2023 - Until Now)

Name Company: SARAYA ELALFY GROUP

- Follow up on database and e-mail programs.
- Managing online filing systems and various records.
- Develop and implement new administrative systems such as records management.
- Recording office expenses and managing the budget.
- Organize office layout and maintain supplies and equipment.
- Maintain office condition and arrange necessary repairs.
- Organizing meetings with employees and writing the agenda.
- Supervising the recruitment of new employees including sometimes training and mentoring.

## PERSONAL INFO.

Marital Status: Married

Date of Birth: 05/01/1986

Nationality: Egyptian

## EDUCATION

Bachelor of Law

Faculty of Law

Cairo University

Graduation year: 2009

## LANGUAGE SKILLS

Arabic



English



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- Ensure adequate staffing levels to cover absences and meet business needs.
- Implement employee evaluations, performance management, and employee discipline.
- Delegating work to employees and managing workloads.
- Implement and promote the equality and diversity policy.
- Writing reports to senior management and making presentations.
- Responding to customer inquiries and complaints directly.

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### Office Manager (Jun 2017 - Dec 2023)

Name Company: El-Basha Group, Giza

- Utilized strong multitasking skills.
- Designed and implemented helpful office processes and policies.
- Managed front desk operations and customer interactions.
- Delegated and monitored clerical and administrative task to increase work flow.
- Utilized excellent problem-solving skills to ensure 100% customer satisfaction.
- Reviewed and maintained all vendor contracts, office equipment, online software, and supply inventory.

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### Sales Manager (Dec 2011- May 2017)

Name Company: KHATTAB Paper point, Giza

- Presented sales, revenue, and expenses reports to management teams.
- Checked prices and promotional rates for customers.
- Worked with the mission of the company in mind and served as a dedicated and enthusiastic part of the sales team.
- Provided excellent customer service at all times.
- Remained goal-oriented and self-motivated.

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## SOFTWAER SKILLS

MS WORD



MS Excel



MS Power Point



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IT Assistant (Aug 2009 - Nov 2011)

Name Company: POLO Company, Giza / Hurghada

**PERSONAL SKILLS:**

- **Leadership and Teamwork**
- Problem Solving.
- Communication.
- Leadership.
- Fast Learner.
- Computer Skills.
- Ability to Work Under Stress.
- Customer Service.
- Ability to Work in a Team

