



## ABOUT ME


### EXECUTIVE


### MANAGER

More than 20 years of experience in multinational companies , and non-profitable organization (NGOs) sector.

Business networking solid experience delivering customized business services for under-served for growing companies and startups ,as well as projects teamwork capacity building , establishing ,operating community and micro-enterprise development programs.


## PERSONAL INFO

 Cellular Phone  
01094476888

 E-Mail  
fatmamounir2030@gmail.com  
mouniregypt2030@gmail.com

 Website  
<https://fatmamounir.wixsite.com/tawasol>

 LINKIDIN  
[www.linkedin.com/in/fatma-mounir](http://www.linkedin.com/in/fatma-mounir)

 DATE OF BIRTH  
25-6-1972

A highly resourceful, enthusiastic, energetic Senior Executive Manager with more than 20 years in business administrative, Human resource, non government international organization, solid public-relation background, performed several development programs/ startup project module, high level creative executive and managerial roll .

Professional team leader proven the ability to work in challenging ,complex and busy offices environment, improve business networking plans.

## PROFESSIONAL OBJECTIVE

Utilize strict work ethics, team oriented and positive administrative performance, field experience, charity and fund raising activities.

Solid experience in administration, Human resources , and logistics coordination.

Experience in legal drafting, building team arbitration advisory , company affairs, and labor laws.

## WORK EXPERIENCE

### VISION BUSINESS CONSULTANT GROUP

FEBRUARY 2020 – TILL DATE

#### BUSINESSES CONSULTANT

- Business Consultant help clients to reform their operations and support their business by providing intuitive guidance.

Monitoring growing companies business performance and manage NGOs program progress, invest in change business plans and performance improvement for needs help as to where and how.

Support business partners in consulting cases details and activities and prepare quarterly progress reports.

### DK- MARKETING AGENCY

MAY 2018 – DECEMBER 2019

#### ADMINISTRATION MANAGER

#### PUBLIC-RELATION MANAGER

- Responsible for day to day office regulations ,teamwork daily activities, monitoring public relations department , events planning milestone calender.
- Providing weekly and annual reports, market analysis, client's feedback report, approve final legal contracts.
- Supervise and manage event-day schedule and preparation phase and production line/operation, progress report, improve services and products quality.
- Improve products line quality and client satisfaction.
- Build executive teamwork capacity building , and improve company market share as planned.

# Key Skills

## SOFT SKILLS

Able to Listen	●●●●○
Accept Feedback	●●●●●
Adaptable	●●●○●
Artistic Sense	●●●●○

## PERSONAL SKILLS

Creative Thinking	●●●○●
Diplomacy	●●●○●
Negotiating Skills	●●●○●
Multi-Tasked	●●●●●
Organizational Skills	●●●○●
Planning Skills	●●●○●

## LANGUAGE

### ARABIC



Excellent

### ENGLISH



Excellent

## EDUCATION

### UNIVERSITY

Bachelor degree in Law

FACULTY OF LAW

Cairo University

Graduation year 1995

### SCHOOL

THANAWYA AMA Certificate

AI NAGAH

English Language School

### COURSES

Advance English Courses

International British Institute

Advanced Computer Course

@ SADAT Academy

## WAQFEYAT - MISR FOUNDATION MARCH 2013 – SEPTEMBER 2017 SENIOR PROGRAM ASISTANT

- Responsible for planning, organizing, implementing day to day management an coordination of the projects, implement policies and monitoring programs.
- Raise awareness of brand name, launch campaign promoting a positive image of their clients.
- Influence behavior and opinions, and perform work activities like supervising the production of PR materials, implementing campaigns, liaising with stakeholders, supervising PR staff, and planning events.
- Create engagement; develop and track and evaluate social media plans, create editorial calendars. Engage people in lively conversation and provide interesting links to articles, videos and other media to attract website visitors. Keep project page and accounts on social media up-to-date. Part-time, temporary role working on social media & web content.
- Outlined and managed comprehensive communications and marketing strategies for distribution of vendor products, and tracked all marketing and public relations efforts via creation of daily progress reports/measures.
- Researched and developed promotional material, product descriptions and press releases, ensuring that all marketing materials maintained a high level of quality and positively promoted the brand.
- Release news publications, update with media advisors, and monitoring marketing materials.

## BDSSP - BUSINESS DEVELOPMENT SERVICES SUPPORT PROJECT

FEBRUARY 2008 – DECEMBER 2012

### SENIOR ADMINISTRATIVE ASSISTANT

**BDSSP** funded project by Canadian International Development Agency (CIDA) and executed by the Association of Canadian Community Colleges (ACCC) and Emerging Market Group – Canada.

**BDSSP** develops integrated programs for Business Development Services facilitator's providers in number of Governorates; Minia and Alexandria, Damietta.

- Provide the executive- level administration to the Project Manager, the Senior Consultant, head office teamwork and region offices, direct report with Canada office.
- Handling administrative duties and update monthly regional offices work flow with regards to priorities.
- Perform normal office functions for the Project Manager; setting up and maintaining alphabetical, numerical and subject master files; interviewing callers in professional manners, making proper referrals; arranging meetings, attending workshops; stuff and synergy meeting; taking minutes of meeting; responsible for international and domestic courier, and translations, and also responsible for all ministries work, and maintain standard label's design for the all the Project's files.
- Organize details of special events, corporate agenda, workshops, invitations, reservations, quotation, including short translation if necessary.
- Collaborate on monthly basis for master reports with departmental mangers to facilitate the accurate and timely writing, editing, and preparing of final copy.

HR Human Resources  
Course, Writing skills,  
Project Management  
@ American Chamber of  
Egypt

Workshops attended  
@ GIZ (German Society  
for International  
Cooperation)  
- Project Planning.  
- Proposal Writing Skills.

**ROAYA ADVERTISING AGENCY.**  
DECEMBER 2003 – DECEMBER 2007  
**MARKETING EXECUTIVE MANAGER**

- Responsible for corporate events, conferences, receptions and special events details and activities.
- Handle all parts of the event planning process, from choosing a venue to coordinating transportation.
- Generating sales and service quality; (weddings, events, flower arrangements, setup, and caterings, services for individuals & hotels, etc.)
- Responsible for promotions and offers, evaluate customer's feedback and inquiries, tracking problems, and after sales support services.

**NISSAN EGYPT – GIZA, CAIRO**  
JANUARY 2002 – NOVEMBER 2003  
**SENIOR EXECUTIVE ASSISTANT**  
CHAIRMAN OFFICE

- Manage office activities, provide confidential, high-level assistance to the assigned manager, and board members.
- Perform administrative duties related to the office calendar; meetings, presentations, conference room's schedule, recording minutes, briefing charts, comprehensive filing systems, planning for special events, stocking office supplies, and orientations and on-boarding.
- Act as key communication link between staff, consultants, management, and partners to ensure corporate business needs are met.

**TURNER PROJECTS - ELSHIEKH ZAYIED - BEVERLY HILLS**  
JANUARY 1999 – DECEMBER 2001

**SENIOR EXECUTIVE ASSISTANT TO THE SITE AND CONTRACT MANAGER**

- Responsible for administration teamwork daily performance.
- Prepare monthly reports, financial statements, minutes of meeting, war shop meeting agenda, tracking suppliers invoices, correspondences, and other confidential documents.
- Providing market research and prepare reports work closely with higher-level of CEO office in Kuwait to achieve certain confidential tasks that require mutual collaboration.

**SETI-FIRST ATOM, TRAVEL AGENCY, ZAMALEK, CAIRO**

JANUARY 1996 – DECEMBER 1998

**DEMONSTRATIVE ASSISTANT (CHAIRMAN OFFICE)**

- Act as the key contact between executives and employees-clients. Manage office activities and provide confidential, high-level assistance to board members, and manage day-to-day office teamwork routine for senior managers.
- Perform normal office functions; setting up and maintaining alphabetical, numerical and subject files; interviewing callers, making proper referrals; arranging meetings and conferences.
- Responsible for contracts, evaluate performance and appraisals, record annual balance, warnings notes, invoices, budget for Beverly Hills and Hilton Dream Land site projects.