

Mohamed mousa

Receptionist secretary CV

AREAS OF EXPERTISE

Administrative processes

Company regulations

Compliance strategies

Maintaining statutory books

Intellectual property

Personnel administration

Corporate governance

Data protection

PROFESSIONAL

ICSA registered

PERSONAL SKILLS

Versatility

Enthusiasm

Attention to detail

PERSONAL DETAILS

*Mohamed abd elrahman elsaid
mousa*

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DOB: 29/9/1992

Driving license: no

Nationality: egyptian

PERSONAL SUMMARY

A highly efficient and competent company secretary with an ability to ensure that a company complies and operates in accordance with statutory and legal provisions. Experience of attending meetings with company share holders and the board of directors and acting as a point of communication between them. Well presented and highly personable, with a deep knowledge of corporate regulatory and company rules. Well presented with exceptional customer service skills, and the ability to provide an effective reception and switchboard service. Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner

WORK EXPERIENCE

Multinational Company – Coventry/ RECEPTIONIST

COMPANY SECRETARY

Responsible for ensuring that the highest standards of administrative processes & corporate governance are both promoted and maintained, so that the business operates efficiently & in accordance with all statutory and legal provisions.

Duties:

- Responsible for all company secretarial functions, duties and responsibilities.
- Organizing, preparing agendas for, and taking minutes of board meetings.
- Monitoring changes in the business legislative and regulatory environment.
- Providing advice to colleagues and senior managers on administrative matters.
- Maintaining statutory books i.e. registers of members, directors and secretaries.
- Updating and maintaining all licences and Companies House records.
- Dealing with correspondence.
- Developing & implementing admin policies & procedures to improve efficiency.
- Involved in the creation of new companies and limited partnerships.
- Answering all incoming calls / emails and re-routing them to relevant parties. Meeting and greeting visitors ensuring they are signed in and inducted. Opening, distributing, collecting and taking the post. General administration duties, photocopying, filing etc. Dealing with any enquiries at the reception

KEY SKILLS AND COMPETENCIES

- Strong organisational and time management skills.
- In depth knowledge of secretarial software, Outlook, Microsoft excel and Word.
- Excellent technical knowledge of UK Companies Acts.
- Excellent presentation, interpersonal & communications skills - both written & oral.

ACADEMIC QUALIFICATIONS

Bachelor of Arts, University of Tanta from 2009 to 2015
Tanta University 2009 - 2015

English_ excel_ word