



# WAFIYA MOUNIR MOHAMED

**Address:** Badr City, Distinguished Neighborhood, Villa No. 153 – Cairo

**Date of Birth:** March 20, 1986 | **Place of Birth:** Kuwait

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## CAREER OBJECTIVE

Motivated administrative professional with over 10 years of experience in executive support, office management, and internal coordination. Recently completed a Diploma in Human Resources from Ain Shams University and an MBA with distinction from the Arab Academy for Science, Technology & Maritime Transport. Actively transitioning into the Human Resources field, seeking to apply strong organizational, interpersonal, and documentation skills in a role such as HR Admin or Personnel Specialist.

## EDUCATION

<b>2023 - 2025</b>	<b>Master of Business Administration</b> MBA – Arab Academy for Science, Technology & Maritime Transport Expected Graduation: August 2025 (all semesters: <b>Excellent</b> )
<b>2021 - 2022</b>	<b>Diploma in Human Resources</b> Diploma in Human Resources – Ain Shams University, January 2022 - <b>Grad “Good”</b>
<b>2003 - 2008</b>	<b>B.Sc. in Home Economics (Nutrition &amp; Food Science)</b> B.Sc. in Home Economics (Nutrition & Food Science) – Helwan University, May 2008

## CERTIFICATIONS

- General English – American University in Cairo (B+)
- Conversation English – British Council, Cairo (A)
- Import Course – The Foreign Trade Training Center

## KEY SKILLS

- Personnel administration & payroll assistance
- Filing systems & document management
- High organizational and multitasking ability
- Communication and negotiation skills
- Problem-solving and decision-making
- Proficiency in Microsoft Office
- Strong teamwork and learning adaptability

## LANGUAGES

- **Arabic** : Native
- **English** : Very Good

## PROFESSIONAL EXPERIENCE

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### **Assistant Head of Follow-up Department**

*National Agency for Administration and Investment*

*August 2021 – Present*

- Organize employee-related documentation and data systems.
- Follow up with internal departments to ensure completion of assigned HR tasks.
- Maintain incoming/outgoing correspondence logs and assist with archiving processes.
- Coordinate with departments to identify administrative gaps and enhance workflow.

### **Executive Secretary**

*National Agency for Administration and Investment*

*January 2021 – August 2021*

- Scheduled internal meetings, recorded minutes, and monitored internal communication.
- Maintained both paper and digital employee records, correspondence, and contracts.
- Supported HR team in managing confidential documentation and supply logistics.

### **Executive Secretary**

*Badr University in Cairo (BUC)*

*October 2015 – January 2021*

- Assisted HR functions such as employee attendance, overtime tracking, and payroll coordination.
- Followed up on contract renewals and end dates; liaised with accounting for timely processing.
- Performed grievance intake, job evaluations, and maintained employee records.

### **Executive Secretary & Accounting**

*Pull Unit Oil Services*

*March 2012 – October 2015*

- Supported finance department with invoice processing and petty cash management.
- Prepared statutory accounts, reconciled finances, and handled correspondence.
- Assisted executive management with internal directives and organizational communication.

### **Telesales Representative**

*Caress Life*

*January 2011 – January 2012*

- Conducted outbound calls, maintained customer records, and collaborated with marketing.

## REFERENCES

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Available upon request.