

# TAREK HEGAZY

## Administrative Assistant

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## EXPERIENCE

### Administrative & Purchase manager

#### Kbm investments

05/2022 - 12/2024 Ajman, United Arab Emirates

- Management & Supervising
- Administrative & Purchase manager
- Properties management & maintenance
- Tenants accommodation & payments organizing and recording
- Cheque implementing and following up
- Organize clients inquiries, records and tracking their needs

### Admin Assistant

#### Latin real estate

01/2021 - 01/2022 Abu Dhabi, United Arab Emirates

- Perform comparative market analysis to estimate property value
- Prepare 80% necessary paperwork (lease deeds, closing statement)
- Maintain and update listings of available properties
- Following the performance of 70% procedures
- Staff advise and controlling
- Reporting needs and distribute duties
- Having the ability to deal with different mentalities
- Ensure that work is delivering a positive and timely response to customers enquiries and activate problems resolving
- Greet the guests and ensure that guests service and quality standards are met

### Management Assistant

#### Coconutie Abu Dhabi

12/2019 - 01/2021 Abu Dhabi, United Arab Emirates

- Periodic checkup for staff and area hygiene
- Assure quality standards are reached
- Proceeding related topic trainings
- Filling, adding and typing information
- Filtering 95% updated/previous data and analyzing them
- Managing staff, managerial & consumers records
- Auditing accounts and check-up precisely
- Revising accounts in timely basis
- Assist management with major processes

## EDUCATION

### Bachelor of business administration in management

#### Fututre academy

06/2008 - 08/2011 Egypt | cairo

- Bachelor of business administration Management
- Management courses

## SUMMARY

Giving remarkable values in everywhere I am going to take a position within, work with passion and having no limits to reach but continues improving my abilities & work performance, meet expectations.

## TRAINING / COURSES

### Driving License

UAE Driving License

## LANGUAGES

### Arabic

Native



### English

Advanced



## SKILLS

Data Entry

Fast Learner

Market Analysis

MS Office

Customer service

Convince

Emailing

reporting

Time Management

Auditing

Problem solving

Your Skill