



## Mohamed Zahran

### Senior Office Manager

Multiple Tasking With more than 15 years of experience as a Senior Office Manager , I have worked with a variety of departments, including operations, support services, and others.

- Taking charge of, managing, and overseeing all tasks of the office & departments (Operations, Finance, Procurement, and Administrative) in order to manage the company's administrative process.

#### EDUCATION

- Bachelor's degree, Cairo University 2004



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### Responsibilities and duties:

- Prepare the monthly schedule of appointments and work for the Executive Director.
- Represent the Director of the Office of the Director General when he is absent due to travel restrictions, illness, vacations, or the vacancy of the job.
- Creating the weekly schedule for the Executive Director's tasks.
- Maintaining the senior management office's general appearance in terms of cleanliness and order - Greeting and welcoming senior management visitors - Scheduling the Executive Director's interviews.
- Editing and publishing senior management's letters and correspondence.
- Ensuring the safety and prompt recall of all Senior Management Office files by keeping them up to date.
- Receiving, directing, presenting to the specialist, and indexing incoming mail and faxes on behalf of senior management.
- Obtaining, directing, and transmitting senior management's email messages, as well as indexing these messages
- Registering incoming mail, faxes, and outgoing faxes sent by the Senior Management Office.
- Keeping records of all discussions and meetings where the general manager or executive director participates - Coordinating and preparing all documents and materials relating to the meeting's topic in advance of senior management meetings or recurring meetings.
- Helping senior management with all tasks that are not listed in this description upon personal request
- Answering and placing calls on behalf of the senior management office while indexing contact information.
- Arranging and indexing the internal reports obtained from other departments and divisions, presenting them to the executive director or general manager,
- Following up on the executive director's decision regarding them, and recording or executive director's decision in their records.
- Continually check that all office and electrical equipment is operational, seek out maintenance personnel from both inside and outside the organization, and monitor all maintenance tasks for all office equipment in the senior management office.

**PROFESSIONAL INFO.****Experience:**

more than 15 Years

**Last Position:**

Senior Office Manager.

**Last Company:**

Almajal Alarabi Group  
Company

**Notice Period:** One Month

**Preferred Employment Type**

- Full-time

**Language Known:**

Arabic, English.

- Ensuring that senior management and employees have access to all stationery and writing instruments in the office of senior management.
- Sending invites to attendees of meetings that the director general or executive director has requested, and documenting this information on the unique forms.
- Making travel arrangements, hotel reservations, access passes for top management exhibits, and planning business excursions.
- Educating, supervising, and advancing the assistant secretaries' positions to enable them to take on responsibility after promotions and submission of their performance reviews.
- Keeping all records of quality forms related to the executive secretarial procedure, and all of work is subject to internal audit.
- Writing a weekly report to the office manager to show what has been accomplished and what has been postponed with an indication of the reason.

**Years of experience:**

Organization	-Location	Occupation	Period
Telad Co.	Riyadh	Senior Office Manager	Apr. 2025 to Now
Egyptian Company for Construction	Cairo	Senior Office Manager	Seb. 2023 to Feb.2025
Almajal Alarabi Group 	Riyadh	Senior Office Manager	Jul. 2014 to Apr.2023
Alhana group company 	Jeddah	Office Manager	Mar. 2012 to Mar. 2014
Mira Company 	Riyadh	Executive Secretary	Jul. 2010 to Jul. 2011
Al Dhahry group 	Riyadh	Secretary	Jan. 2008 to May 2010

**Scope of responsibility and supervision:**

- 1- The cleaners.
- 2- Buffet attendants.
- 3- The drivers of the executive director
- 4- Direct assistants
- 5- Delegates in the Office of the executive director

**Summary of skills:**

- 1- Recalling and memorization of documents (Filing Skills)
- 2- Setting up meetings, creating agendas, and composing minutes (Organizing & Preparing for Business Meeting)
- 3- Professionally handling desktop and laptop computers
- 4- Professionally using the (Microsoft Word) application and writing at a minimum of 40 words per minute
- 5- Professional Outlook Express usage.
- 6- Working with Power Point and creating presentations and slides.
- 7- Using web browsers in a professional capacity.
- 8- Extensively using printing equipment, photocopiers, fax machines, paper shredders, and packaging machines.

**Personal traits:**

- 1- Being punctual.
- 2- Focus and logical thinking.
- 3- High IQ.
- 4- Calm in nature and not emotional.
- 5- Tact in speaking and with a cheerful face.
- 6- Good listening, understanding, and awareness of situations with awareness and focus.
- 7- Good looking and elegant.
- 8- The ability to face critical situations wisely.

**Computer skill:** MS-office, Oracle.