

MOHAMED SOBHY RADWAN

SECRETARY & EXECUTIVE ADMINISTRATOR

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Dedicated legal professional with over 10 years of progressive experience in administrative law, human resources management, and technical office operations within government institutions. Demonstrated expertise in executive secretariat, legal investigation, and personnel affairs, at the Presidency of the Egyptian Council of Ministers Lake and Fish Resources Protection and Development Agency. Strong academic foundation with a Master's degree in Public Law (Administrative Sciences).

COMPETENCIES

- Administrative Law Analysis
- Legal Research and Investigation
- Regulatory Compliance Monitoring
- Contract Review
- Legal Documentation Preparation
- Human Resource Management
- Digital Document Management
- Decision Making
- Customer Service
- Conflict Resolution
- Compounding Medications
- Health Insurance Processing
- Microsoft Office
- Time Management
- Performance Management
- Recruitment and Staffing
- Employee Relations
- Organizational Planning
- Workforce Development
- Basic Database Management
- Policy Development

PROFESSIONAL EXPERIENCE

Technical Office Secretary & Executive Administrator Lake and Fish Resources Protection and Development Agency

2018-Present

- Manage high-level administrative operations and coordinate between different departments
- Draft and review legal documents, official correspondence, and technical reports
- Organize and maintain executive office documentation and confidential files
- Facilitate communication between the authority's leadership and various stakeholders
- Coordinate meetings, prepare agendas, and document proceedings for senior management

Legal Investigator Lake and Fish Resources Protection and Development Agency

2015-2018

- Conducted legal investigations into administrative and regulatory compliance matters
- Prepared comprehensive investigation reports and legal recommendations
- Analyzed complex legal situations and provided sound solutions
- Ensured compliance with governmental regulations and internal policies
- Collaborated with various departments to resolve legal and administrative issues

Administrative Officer

Lake and Fish Resources Protection and Development Agency

2012-2015

- Managed personnel affairs for over 200 employees
- Handled employee relations, documentation, and regulatory compliance
- Processed administrative transactions and maintained personnel records
- Implemented HR policies and procedures in accordance with labor laws
- Coordinated with different departments for workforce planning and development

EDUCATION

- Master of Public Law (Administrative Sciences),
Alexandria University, Faculty of Law
2015
- Bachelor of Laws
Alexandria University, Faculty of Law
2011

LANGUAGES

- Arabic (Native)
- English (Very Good)