

Mr : Hani Mohamed Hafez Selim

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Kind attention: Human Resource Dept.

Respected Sir,

It is a great pleasure to submit my resume for your kind consideration and perusal.

During the period of more than 20 years of service I always keep the aim of maintaining high level of quality and meticulous planning to complete the assignment successfully in time and have caliber to work under tough condition. I have Admirable experience in visa services and documents quality check.

I trust that my attached CV will give you brief about my career and work Experience. In view of above, I humbly request your good self to give me a chance to work with you.

Thanking you for taking the time to review my credentials and waiting for your favorable replay.

Yours Sincerely

Hani Mohamed Hafez Selim



SUMMARY

My objective is to join a prestigious establishment in which I will be able to develop myself further learn how to manage people and how to progress in through my dynamism and hard work. Through different experience, I have developed professional skills and acquired a considerable sense of responsibility.

PERSONAL PROFILE

- Date of Birth :7-3-1979
- Nationality :Egyptian
- Marital Status :Married
- Visa Status : article 18transferable

EDUCATIONAL QUALIFICATION

- Collage of literature History department from Zaqazek University, Egypt on 2000.

ORGANIZATIONAL EXPERIENCE



شركة فاء العقارية

- **Faa Real-estate co**
- **Working from (1-2-2024) till present .**
Executive Secretary :
 - Preparing the daily post document to discuss and sign with the manager.
 - Receiving and reply for all email in official way.
 - Discusses all related real-estate department with the management.
 - Admin for the real-estate mail.
 - Admin for rent collection system.
 - Following the cash rent collection and Kent collection
 - Preparing report for all payment ways with report to accounting (complete and due payment)
 - Following up the rents collection and solving issue regarding it.
 - Preparing all tenants contracts after Coordentaor all legal affires with lawyer.

- Admin for real-estate system.
- Preparing net income report for the landlord after deduct all expenses and company percent.
- Archive all tenants contract and maintenance contracts and all documents real-estate department.



- **Bricks integrated for general trading and contracting co**
- **Working from (10-2019) till (1-2024) .**

Executive Secretary :

- Coordinator between the company and the ministries , banks , and public companies for constructions tenders.
- Registrating the company with ministries, banks, and public companies as Construction Company.
- Administration for all accounts registrations for the company at the ministries , banks and dash portal .
- Following up all tenders advertisements for ministries and government instutes
- Reviewing and follwing up tenders for the ministries and.
- Reviewing the tenders doucmments and contracts .
- Following up the collection payments for tenders .
- Reviewing and approving for tenants contracts.
- Reviewing the contratcts between company and landlords.
- Following up the rents collection and solving issue regarding it.
- Preparing the maintence request for units and following up the clearance payments for them.
- Good experience in typing letter for ministers.
- Coordentaor for all legal affires between the comapany and the lawyer .
- Maintaining proper and archiving Documents controller for all contracts for real states and tenders.



- **CATERPILLER MOHAMMED ABDULRAHMAN ALBAHAR COMPANY.**

Working from (12-2018) to (3-2019)

Temporary Employee As Receptionist :

- Telephone Operator.
- Typing official letter from ministries and tender.
- Typing all bills for heavy equipment and generator.
- Sending DHL on DHL system



- **AlQabas Assurex Co. Consular Services – Exclusive Visa Application Center of German, French and Italian embassies in Kuwait.**
 - Working from (2004) to (2018)
 - **As Administrative Employee:**
 - Receiving of application and documents checking with high speed.
 - Data Entry.
 - Visa Issuance system for foreigner affaires for French, German, and Italian embassies.
 - Biometric system for German and Italian embassies.
 - Customer Service.
 - Cashier.
 - Preparing the reports with passport for the embassies
 - Following up the passport received from the embassies
 - Following up the clients problems with the embassies.
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- **ALdar ALdawliah Group for insurance.**
 - Working from (2003 – 2004)
 - **As office responsible :**
 - Data entry.
 - Office responsible (company contracts + account).
 - Good knowledge typing papers for residence and letters for ministers.

PROFESSIONAL STRENGTH

- Microsoft Office (word, Excel, powerpoint).
- Excellent Typing Speed.
- Good in documents management.
- Internet Browsing.

LANGUAGES KNOWN

- Arabic, English
Fluent knowledge writing, reading and talking.

DECLARATION

- I solemnly declare that the information furnished above is true to the best of my Knowledge and belief.