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| **Manal Farah** | **Mobile +1 343 548 2726**  **Ottawa, Canada**  **Email:** [**bintfarah@hotmail.com**](mailto:bintfarah@hotmail.com) |

**Professional Objective**

*Seeking a challenging position in Admin or any field that allows me to develop a new level of achievement!*

***Education*** BComm. Major in Accounting, Business Administration, Faculty of Commerce, Cairo University

**Strengths**

* Proactive, multi-skilled and self-starter. Creative and quick learner.
* Reliable and dependable. A good team player, also extremely effective independently.
* Organized, time management skills, independent work ethics, and able to stay focused under pressure.
* Detail oriented with proven expertise in various business areas.
* Excellent interpersonal skills, able to interact successfully with high profile senior management as well as ability to develop positive relationships with clients and colleagues at all organizational levels and cultures.

**Serving the Community (2019- present)**

**Volunteering work in** Arabic Evangelical Baptist Church in Ottawa. Preparing Social Media posts, adverts, and announcements for the church on regular basis.

**Schroeder Projekt Electromechanic LLC**

**& Special Secondment - Everlast Wellness Medical Center 2014 - 2018**

**Executive Secretary/ Marketing**

* Provided administrative support and managed office daily work; prepared memos, dealt with correspondence, and invoices, made required action where appropriate.
* Conducted research and prepared reports. Took pictures and edited them on photoshop for social media.
* Translated documents and flyers from English to Arabic and vice versa.
* Created marketing materials to social media awareness and marketing for the newly opened Everlast Wellness Medical Center.
* Prepared posts, profile, interviews, magazine's articles adverts, flyers, banners, and all required materials.
* Organized the Center's participation in Bride Show Abu Dhabi 2016. Prepared and organized the flyer, advertisements, banners, publications, booth booking, flower arrangements and communications.
* Decorated Center's stairs, halls, and VIP bathrooms.
* Purchased and prepared decorative materials and contacted suppliers for follow up.

**Higher Colleges of Technology HCT – Communication Department Temporary Position 2013 - 2013**

* Prepared Arabic press releases, based on the English version.
* Translated letters and articles for (Al Rawi magazine) HCT publication.
* Monitored HCT news in the media and prepared them for archiving.

**Abu Dhabi National Exhibitions Company (ADNEC) 2005 - 2011**

**Executive Secretary & Translator to Marketing & IT Director**

* Responsible for managing the office of Marketing & IT director and provided smooth and organized day-to-day work. Prepared correspondence, organized meetings.
* Prepared presentations for the senior management.
* Built an organized filing system for documents as well as electronic filing system for documents and photos.
* Reviewed expenses and dealt with suppliers and followed up with them.
* Headed the team of translators and controlled and prepared the required Ar/En/Ar translations for all departments.
* Prepared the Arabic version text of the websites based on English version, and updated information regularly.
* Prepared Arabic speeches and correspondence for ADNEC Executive Office, and other ADNEC business.
* Production of the Arabic version of ADNEC quarterly magazine and the Arabic version of signage, signboards, and fence' banners for the venues and projects. Translated and prepared the Arabic versions of brochures, catering and weddings brochures, restaurants menus, leaflets, shows flyers, press releases and advertisements.
* Translated IDEX (International Defense Exhibition) documents and reports as well as the company’s IT strategy, HR brochure and the documents of major construction projects.
* Took photographs for the major projects, high profile guests and events inaugurations and latest innovation.

**Deloitte &Touche 1999 – 2003**

**Executive Secretary to the Managing Partner**

* Provided administrative support to the Managing Partner.
* Prepared expense sheets, memos, and coordinated day to day work.
* Translated (English/Arabic) of financial statements, IT letters, tenders, proposals and reports
* Reviewed the numbers of the translated financial statements.
* Researched and extracted data for reports.

**Ahli Hospital 1988 – 1997**

**Accountant**

* + Managed of day-to-day financial transactions, financial reports and end of month reports.
  + Bookkeeping, generation cheques, and bank reconciliation statements
  + Prepared monthly payroll, daily records, invoicing, debtors’ statements’
  + Prepared statistical records including patient days and expenses and reported to the Chief Accountant and Hospital Director.
  + Prepared daily records, and invoicing records in accordance with clients’ contracts.
  + Prepared monthly statistical reports of patient days for each client’s category
* Participated in Inventory check for the hospital’s pharmacy and store.

**“aunti nana’s art & soap" (Founder & Designer-Personal Project) (2008 - Present)**

* Artisan handmade natural soap maker with high quality and artistic designs
* Specialized in making piñatas and paper Mache crafts and sculptures
* Specialized in making giant frames and photo booths for different occasions including birthdays, graduations, baby showers and parties, etc
* Preparation of decorative items for parties (using different materials: cardboard, paper, crepe paper, tissue paper, Styrofoam, foam, fabric, tulle… etc)
* Preparation of decorative items and church decorations for Christmas and New Year’s Eve parties.
* Preparation of decorations for baby showers, graduations, Valentine’s Day parties and weddings.
* Established brand equity and name recognition using social media profiles and presence across Instagram and Facebook. (@auntinanasart) ([www.facebook.com/auntinanasart](http://www.facebook.com/auntinanasart))

**Volunteering**

* Made decorating items for church events. \*Worked with others in decorating the church for new year’s party.
* Volunteered on Christmas day, December 25th, 2019 in the kitchen in ST Peter & ST Paul’s Anglican Church/Ottawa

***Languages and Soft Skills***

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| * English and Arabic * Learning French (present) | * Internet research. |
| * Microsoft office applications | * Photoshop |

***Other Skills***

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| * Artisan soap making | * Face painting |
| * Photography | * Photo editing |
| * Gift wrapping | * Paper Mache Pinatas & crafts |

***Training Courses***

* Team Building and Leadership Skills (Select Training & Management Consultancy-United Arab Emirates)
* Business Etiquette and Protocol (Meirc Training & Consulting United Arab Emirates)