



Fatma Hassan Youssef

Office Manager | Logistics Specialist | HR Specialist

ADDRESS

Giza
Egypt

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DATE OF BIRTH

21/9/1978

NATIONALITY

Egyptian

01 PROFILE

Experienced Office Manager with strong expertise in Logistics and Human Resources, with a proven track record across the agriculture, carpet manufacturing, transportation, and tourism services sectors. Highly organized and detail-oriented, with strong coordination and communication skills that ensure smooth and efficient daily operations. Holds a Bachelor's degree in Law, along with certifications in English (AUC), ICDL, and Payroll & Personnel.

02 EMPLOYMENT HISTORY

Mar 2026

Cairo

CEO Office Manager (HR & Administrative Support) at Pyramids Trade

Handling correspondence and administrative communication for the CEO.

Preparing operational quotations and supply-related offers.

Managing HR files and personnel documentation.

Managing attendance and leave records.

Coordinating onboarding processes and employee documentation.

Conducting recruitment screening and interview scheduling.

Aug 2025 — Oct 2025

Cairo

CEO Office Manager at Th For Transport & General Supplies

Oversee and manage the Chairman's official communications, ensuring timely responses and professional handling of all correspondence.

Manage the CEO's email inbox, handle official communications, and prepare daily summary reports of incoming messages and required actions.

Draft, review, and finalize contracts and claims, ensuring accuracy, compliance, and readiness before final approval.

Provide strategic administrative support to all company departments and streamline interdepartmental communication.

Supervise departmental performance, analyze weekly reports, and ensure alignment with company objectives and KPIs.

Lead daily office operations to maintain a productive, efficient, and well-organized work environment.

Monitor company vehicle movement, track operational schedules, and ensure full compliance with company policies.

Maintain and organize employee files, ensuring accuracy and completion of all hiring documentation and legal requirements.

Oversee office supplies inventory, manage procurement processes, and control operational costs efficiently.

Coordinate and supervise maintenance and repair activities for all office equipment and facilities to ensure continuous functionality.

May 2012 — Jan 2020

Giza

Office Manager | Logistics Specialist | HR Specialist | Fertilizers Registration Specialist & HR Specialist. at Kanza Group For Pesticides & Chemicals

Office Manager Responsibilities

Preparing file applications for registration of fertilizers & growth regulators And follow it until the registration certificates are issued

Preparing a report for monthly achievements

Maintain hard copy and electronic filing system for fertilizer department.

Using a variety of software packages .

Attend meetings and take detailed notes. Identify, assign and track action items to completion.

Overseeing general office operation.

Maintaining the condition of the office and arranging for necessary repairs .

Copying, scanning, and filing documents.

processing invoices and managing office budgets

Motivate, mentor, and coach staff.

Responsible for Fairs & Events.

Reporting to Higher Management.

Perform other duties as assigned by the CEO.

Logistic Specialist Responsibilities

Communicate with the supplier companies to follow up & review everything related to the shipment .

Tracking customs clearance with company Customs Brokers .

Follow up the shipment until it reaches company

stores.

Review products labels before printing.

Make approvals import of fertilizers and growth

regulators, organize files & writing All

correspondence to the Egyptian Ministry of

Agriculture.

Prepare accurate reports for higher management.

HR Specialist Responsibilities

Maintains organization by recruiting, testing, and interviewing counseling managers on candidate selection; conducting exit interviews .

Salary negotiation

Orientation to newly hired employees on the rules and regulations, vision and mission of the company and complete job details.

Maintain employee files (soft copies and hard copies) and keep them updated.

Handing over the company's fixed assets to employees, such as sim card, mobile device, laptops , and cars after signing the required declarations.

Answering employees questions and removing work obstacles.

Enforce company rules and regulations in the workplace.

GM Assistant at El Mal7a for Touristic Service

Responsible for making all correspondence, email, faxes.

Typing letters, board reports.

Make photocopies of correspondence, documents, and other Printed matter.

Organizing and storing paperwork, documents.

Organize GM files & documents.

Organize meetings and distribute minutes of meetings.

Arrange and confirm appointments .

Greet visitors and callers, handle their inquiries, and direct them to the Appropriate persons according to their needs .

Mar 2000 — Jun 2005

Cairo

03 EDUCATION

Bachelor of Laws

Personnel & Payroll

Business Administration Diploma (first year)

ICDL course

English courses (intermediate stage)

04 SKILLS

Office Management



Logistics Coordination



Procurement Management



Interdepartmental Communication



Employee Onboarding



HR Compliance



Data Analysis



Team Leadership



Import & Customs Follow-up

