



PHONE 55392351

# MONA JAMAL BEDAIR

## OBJECTIVE

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I have the pleasure to apply for a position in your organization. I am genuinely interested in working with a highly esteemed establishment organization like your good selves. I strongly believe that my academic background, combined with my personality and skills will be an asset to your team. I also feel confident that I will meet your acknowledged high – quality work standards.

## EDUCATION

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**2005-2009 Faculty of Commerce – English Section  
Mansoura, Egypt**

***Mansoura University***

*Accounting Major*

## EXPERIENCE

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**2013 - Till now Working as secretary at Gulf National  
Company (G.N.C.) – Medical Company**

***I have a good medical background***

## DUTIES & RESPONSIBILITIES

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- word processing.
- audio and copy typing.
- letter writing.
- dealing with telephone and email enquiries.
- creating and maintaining filing systems.
- scheduling and attending meetings, creating agendas, and taking minutes - shorthand may be required.
- keeping diaries and arranging appointments.

- organizing travel for staff.
  - using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets, and databases.
  - devising and maintaining office systems.
  - booking rooms and conference facilities.
  - using content management systems to maintain and update websites and internal databases.
  - managing and maintaining budgets, as well as invoicing.
  - liaising with staff in other departments and with external contacts.
  - ordering and maintaining stationery and equipment.
  - sorting and distributing incoming post and organizing and sending outgoing post.
  - arranging travel and accommodation for staff or customers and other external contacts.
  - liaising with colleagues and external contacts to book travel and accommodation.
  - organizing and storing paperwork, documents, and computer-based information.
  - photocopying and printing various documents, sometimes on behalf of other colleagues.
  - recruiting, training, and supervising junior staff and delegating work as required.
  - manipulating statistical data.
- arranging in-house and external events.

## **SKILLS**

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### **Language Skills**

Arabic: Native Language

English: Very Good

### **Computer Skills:**

- Excellent Knowledge of Operating Systems (Windows 98 & Windows Xp).
- Excellent working on The Internet.
- Excellent Knowledge of Microsoft Word 2002/2003/2007.
- Very good of Microsoft Excel 2002/2003/2007.
- I have a very good knowledge of Microsoft power Point 2002/2003/2007.
- Very good knowledge of Microsoft outlook 2002/2003/2007.

## **COURSES & CERTIFICATES**

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- International Computer Driving License (ICDL)
- PEACHTREE – An Accounting Application
- Customer service
- Diploma in human resources management
- Projects and international business diploma

## **HOBBIES & INTERESTS**

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Reading, Listening to music and shopping.



جامعة

المنصورة

شهادة تخرج

0076101



كلية التجارة  
قسم الخريجين



٢٨٩٨٥

تشهد كلية / التجارة

أن / منى جمال بدير احمد محمد الشحات

بتاريخ ١٩٨٨/٠٧/١٦

المولود في دكرنس - الدقهلية

رقم قومي ٢٨٨٠٧١٦١٢٠١٢٠٧

قد حصل على درجة بكالوريوس التجارة شعبة المحاسبة - برنامج الدراسة باللغة الانجليزية

في دور مايو عام ٢٠٠٩ بتقدير عام مقبول

بمجموع تراكمي ٥٨٩ من ٩٤٠ بنسبة مئوية ٦٢,٦٦%

وقد اعتمد مجلس الكلية نتيجة الإمتحان في ٢٠٠٩/٧/٣٠

ومجلس الجامعة في ٢٠٠٩/٨/١٠

عميد الكلية

أمين الكلية

شئون الخريجين

أ.د. عبدالقادر محمد عبدالقادر  
احمد

٢٨٩٨٥

نظام شئون الطلاب السوحد للجامعة - مركز تقنية الاتصالات والمعلومات في ٢٠١٠/١٢/٣٠  
هذه البيانات موثقة على قاعدة بيانات جامعة المنصورة تحت رقم ١٠٠٨٤٦٢٩ ويمكن الرجوع اليها على الانترنت على العنوان التالي:

<http://mudb.mans.edu.eg/graduates>



١٢/١٥

# Egyptian Association for Development and Promotion information center

CERTIFICATE  
this is to certify that

MONA GAMAL BEDEER

Completed The Professional Education Course in



Peachtree Accounting

\* Peachtree is an easy solution that improves productivity. It provides accounting tools to create invoices, record customer payments, write checks, track expenses, produce customer statements financial Peachtree provides accounting solution for businesses

Trainee proved that she has the skill and efficiency in dealing with program tools and easily distinguish and assimilate the speed transactions and technical operations of the program and we are happy to have been trained this character

info training center

المركز  
للمعلومات  
الاحلية

مدير عام الاتحاد

مدير المركز

يعتمد...

مدير عام إدارة الجمعيات



١٢/٢

من  
للجُمُعيَّات  
العربية  
مِمية

# INFORMATION CENTER

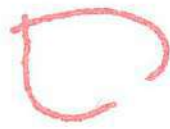


from 31 / 1 / 2010  
to 17 / 3 / 2010

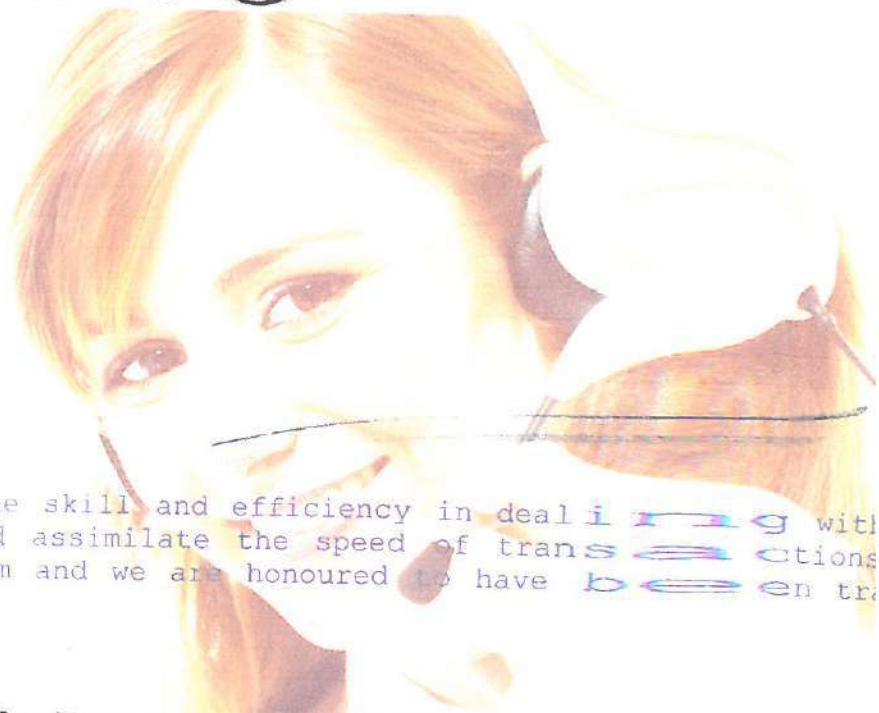
CERTIFICATE  
this is to certify

MONA GAMAL BEDEER

Completed The Professional Education Course in



CUSTOMER  
SERVICE  
EXCELLENCE



The trainee proved that she has the skill and efficiency in dealing with the program and easily distinguish and assimilate the speed of transactions technical operations of the program and we are honoured to have been trained in this character.

NFC TRAINING

تم الاتحاد الاقوامي مقيد تحت رقم 1003 في 2003 / 6 / 4 وفقا لاحكام القانون 84 لسنة 2002 والبيانات المذكورة على مسئولية المركز دون ادنى مسئولية على الاتحاد

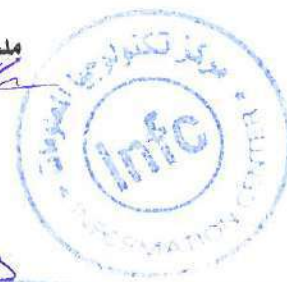
مدير عام الاتحاد

مدير المركز

مجل

يعتمد،  
مدير عام ادارة الجمعيات

ID:17694



WE ARE NFC AND WE SUPPORT UN  
نفسه المبادئ على مسئولية الجهة المخرجة  
والوقوف على المخرجات المخرجة  
يتمتع (١/٢)  
مدير المركز



١٢ / ١٢

جمهورية مصر العربية  
وزارة التضامن  
الاتحاد الاقليمي للجمعيات الاهلية

## INFORMATION CENTER



## CERTIFICATE

**THIS IS TO CERTIFY THAT**

**MONA GAMAL BEDEER AHMED**

Successfully Completed  
The Professional Continuing Education Course

*In*

## Projects and international Business Diploma

The trainee proved that he has the skill and efficiency in dealing with the program and easily distinguish and assimilate the speed of transactions and technical operations of the program and we are honoured to have been trained this character.



مدير عام الاتحاد

مركز مدير المركز

المسجل

ID:19813

مدير عام ادارة الجمعيات





# INFORMATION CENTER

## CERTIFICATE

this is to certify that

MONA GAMAL BEDEER AHMED MOHAMED

Completed The Professional Education Course in

*Diploma in human resources management*

Human resources are a term used to refer to how people are managed by organizations. The field has moved from a traditionally administrative function to a strategic one that recognizes the link between talented and engaged people and organizational success. The field draws upon concepts developed in Industrial Organizational Psychology and System Theory. Human resources have at least two related interpretations depending on context. The original usage derives from political economy and economics, where it was traditionally called labor, one of four factors of production although this perspective is changing as a function of new and ongoing research into more strategic approaches at national levels. This first usage is used more in terms of 'human resources development', and can go beyond just organizations to the level of nations. The more traditional usage within corporations and businesses refers to the individuals within a firm or agency, and to the position of the organization that deals with hiring, firing, training, and other personnel issues, typically referred to as 'human resources management'. This article

مركز الاتحاد الاقليمي مقيد تحت رقم 1003 في 4-6-2003 وفقا لاحكام القانون 84 لسنة 2002 والبيانات المذكورة على مسئولية

المركز دون ادنى مسئولية على الاتحاد

المسجل

ع

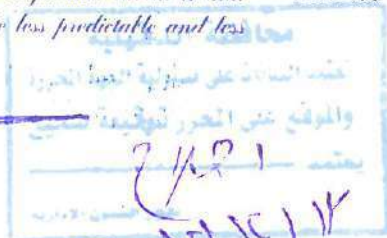


مدير عام الاتحاد

مدير عام ادارة الجمعيات



ID: 19436



Humans interact with their environments based on their physical dimensions, capabilities and limits. The field of anthropometrics (human measurement) has unanswered questions, but it's still true that human physical characteristics are fairly predictable and objectively measurable. Buildings scaled to human physical capabilities have steps, doorways, railings, work surfaces, seating, shelves, fixtures, walking distances, and other features that fit well to the average person. Humans also interact with their environments based on their sensory capabilities. The fields of human perception systems, like perceptual psychology and cognitive psychology, are not exact sciences, because human information processing is not a purely physical act, and because perception is affected by cultural factors, personal preferences, experiences, and expectations. To human scale in architecture can also describe buildings with sightlines, acoustic properties, task lighting, ambient lighting, and spatial grammar that fit well with human senses. However, one important caveat is that human perceptions are always going to be less predictable and less measurable than physical dimensions.