

HEBA TALLAH ADLY MOHAMED ALY

CONTACT

✉ hebaadly@hotmail.com

INTERNAL PERSONAL SKILLS

- Master clear speaking and active listening.
- Decision making skill
- Proficient in computer skills, including computerized accounting, spreadsheet management (Excel), and word processing.
- Fluent in both Arabic and English.

EDUCATION

- Year of Graduation : August 1994
- General Secondary school: certificate, science section
- School of graduation : E.G.C. (Elnasr English Girl's College)
- Year of Graduation : Class 1998
- B.SC. Commerce, Economic Section
University of Alexandria
- Masters in Health care, Human Resources, and digital marketing

PROFILE

I am a motivated and dedicated individual committed to achieving high proficiency levels. My strengths include being multi-skilled, reliable, and adept at translating documents accurately from source to target languages. I am a quick learner with excellent communication skills across diverse social and professional settings. Detail-oriented and articulate, I am well-versed in multicultural issues and possess strong skills in legal document translation, proofreading, and interpreting technical terminology.

WORK EXPERIENCE

Abu Dhabi Health Services Company (SEHA)

- **Admin Assistant (HR Division): April 2014 - February 2015**
Scheduled interviews, liaised with departments, prepared documents, managed schedules.
- **Document Translator: February 2015 - Present**
Translated HR policies, administrative, legal, finance, technical, and medical procedures. Proofread documents as needed.

Abu Dhabi Water and Electricity Authority (ADWEA)

- **Executive Secretary:** Managed office systems, arranged travel, handled correspondence, greeted visitors, and provided general assistance.

Abu Dhabi Food Control Authority (ADFCA)

- **Administrative Assistant:** Answered calls, greeted visitors, created/modified documents, organized meetings, maintained filing systems.

DELOITTE Kuwait Branch

- **HR Office Assistant:** Assisted in change management workshops, evaluated employee skills, performed data entry.

Abu Dhabi Gas Liquefaction Company Limited (ADGAS)

- **Office Administrator (Project Division): October 2008 - December 2009**
Managed correspondence, maintained documents, organized meetings, and performed secretarial duties.

HYPVERINSBANK (HVB GROUP) Representative Office

- **Personal Assistant/Administration Officer:** Assisted GM in legal, personnel, and PR matters, handled administrative duties, communicated with head office and banks, prepared reports.

Zakum Development Company (ZADCO)

- **Team Leader's Secretary (Technical Assistant):** Issued correspondences, prepared reports, handled filing. Egyptian International Motors (EIM) - Air Power Division

Office Administrator/Sales Secretary: October 1999 - September 2000 (Cairo, Egypt)

Liaised with clients and suppliers, managed accounts and budgets, issued quotations, prepared tenders, delegated tasks.