**Hussein Zein Elabdien Hussein** |

**Phone:** +2 01069780543

**Email:** husseinezzelaraib@yahoo.com

**Address:** 14 Desoki street, behind the Constitutional Court, Maadi, Cairo

**Personal Information**

Date of birth: 5/3/1968

Marital Status: Married

Gender: Male

Nationality: Egyptian

**Career Objective**

A challenging career opportunity in the field of Technical Support that utilize my previous work experience, academic background, and my skills. I am a Technical Administrator with twenty-one years’ experience in the Technical Administration. I am competent with Microsoft Office applications (Word, Excel, and PowerPoint) and using the Internet. In my past roles I have handled a full range of office and admin work, organizing more than 400 events in the field day, seminars, and retailing. Making travel arrangements, managing diaries, basic bookkeeping, filing, and copying. I can work both independently and as a part of a team. Seeking a suitable position that utilize my previous experience and my computer skills, fulfill my personal ambition, and enhances my knowledge.

**Educational Background**

**Cairo University**

Bachelor of Commerce,

Major: Business Administration

Minor: Marketing

**Extra Courses**

**2019**

Certificate of Attendance Application Training, Amman, Jordan (Seminar)

**2017**

The Egyptian Road Safety training program for the category passengers Car-Road safety Education

**2017**

Safe and effective use of pesticides – at the level of Egypt

**2016**

Safe and effective use of pesticides – at the level of Africa & Egypt.

**Work Experience**

**Technical ADMINSTRATOR –** Syngenta Agro.Egypt

Technical Support department

**2013-2020**

-**Syngenta** is a leading international company in Egypt market, which works in both corp. protection and seeds sector and cover a wide range from farmers needs in all segments.

**Responsibilities:**

* One of the Crop Protection Development (CPD) team who do activities and recourses in the commercial unit in Egypt.
* Supervise some development and commercial pesticides trials.
* Sending reports of development and commercial pesticides trials to AME team.
* Presenting and discussing some of CPD parts monthly with CPD members.
* Creating save-use pesticides presentations.
* Organizing events in the field-day, seminars, and retailing.
* Working both independently and as part of a team, as and when required
* Full range of general clerical work such as filing, photocopying, scanning, and faxing.
* Accurate and efficient data entry.
* Answering email and phone queries.
* Managing and updating the company’s databases and lists.
* Greeting visitors at events, showing them to meeting rooms & preparing refreshments.
* Managing calenders for the department.
* Booking travel and accommodation for the events, seminars, and courses.
* Maintaining training, sickness, and annual leave records.

**Administrative assistant –** Syngenta Agro.Egypt

Sales department

**2005– 2013**

**Responsibilities:**

* Organizing events in the field-day, seminars, and retailing.
* Managing eligibility to work checks/documents.
* Handling enquires from both job seekers and client companies.
* Ensuring meeting rooms were tidy and well stocked.
* Monitoring and replenishing office consumables on a regular and systematic basis.
* Dealing with purchase orders, checking deliveries and processing invoices.
* General admin duties such as filing, scanning, typing, coping, faxing.
* Using the full suite of MS Word, Excel, and PowerPoint applications.
* Accurately inputting and updating data in various systems.
* Managing calenders for the department.
* Greeting visitors at events, showing them to meeting rooms and preparing refreshments.

**Administrative assistant –** Novartis Agro.Egypt

Marketing Department

**1999– 2005**

**Responsibilities:**

* Working both independently and as part of a team, as and when required.
* Organizing events in the field-day, seminars, and retailing.
* Full range of general clerical work such as filing, photocopying, scanning, and faxing.
* Accurate and efficient data entry.
* Answering email and phone queries.
* Managing and updating the company’s databases and lists.
* Greeting visitors at events, showing them to meeting rooms & preparing refreshments.
* Managing calenders for the department.
* Booking travel and accommodation for the events, seminars, and courses.
* Maintaining training, sickness, and annual leave records.

**Skills**

* Proficient user of Microsoft Word, Excel, PowerPoint, and Internet.
* Accurate data entry.
* Strong complaints resolution skills.
* Full range of admin duties (filing, copying, scanning, faxing, handling calls, managing calendars etc.)
* Organizing skills.
* Communication and Negotiations skills.
* Language skills: -**Arabic** (Native)

 -**English** (Good)

**Referees**

► Name of referee: Dr Sherif Ayoub

 Company Name: Croplife Egypt

 Position Held: Head of Croplife Egypt – Ex Syngenta

 Contact Number: +2 01223905574

► Name of referee: Dr Mohamed Saber

 Company Name: Syngenta

 Position Held: Technical Lead

 Contact Number: +2 01222290793