



## SARAH BASSILY

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## OBJECTIVE

Academic work is a lotfy work , Teaching is an honorable profession and has its place in all heavenly religions . It was the work of messengers and prophets on earth among humans , and it`s the true legacy for future generations and the foundation upon which the strength and value of society is built and for all of these matters , I strive to be Part of this entity and offer all that I have the Knowledge .



## EDUCATION

- Helwan University : 2016 – 2019
- Bachelor of Arts – Media Department – Radio And Television Division
- Overall rating : very good
- ❖ October 2021 : Master`s degree enrollment
- ❖ May 2022 : passing the preparatory Year Overall  
Very good – B 3.29



## PROFESSIONAL EXPERIENCES

- **Scientific Experiences And Achievements – Graduation project**  
( DocoDrama Documentary Film entitled : ( VALSO)
  - It deals with the seriousness of the rumors and the rapid spread of false news through the social media in Egyptian society .

**Got The best idea among the competing films**

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- **Practical Experiences – Jan 1-3-2020 To Oct 15-10-2020**
  - Work in the Secretariat of the office the Vice Dean of the faculty of pharmacy for Environmental Affairs and community Service , Cairo University.
  - And an associate at the Vice Dean for graduate studies and Research.

- **My duties included the following :-**

- follow up on incoming daily email with outgoing mail sent when it`s ready on time .
- Receive and promptly reply written messages,calls,e-mails and faxes to the manager .
- Distribute mails to different departments as instructed by the direct manager .
- Organize appointments according to an organized schedule .
- Work organization and policy within the office .
- Copying,archiving files,and keeping up your day-to-day work .
- Arranging and organizing the different files and documents that underpin the administration .
- Schedule interviews and manager meetings according to schedule of work .
- Appropriate handling of the styles of different guet characters .
- Preparing for visitors and senior incoming guests .
- Attend monthly meetings and boards to present the agend and take notes and meeting findings to the manager in a timely manner .

Communication with departments and ensure that administrative decisions are implemented as agreed .

- Preparation of matters and procedures relating to medical and scientific conferences both within and outside the country .
  - Attend to all environmental activities within the institution and write follow- up reports .
  - Handling of programs room reservations and procedures for scientific discussions for researchers .
  - Writing approvals of monthly research proposals for researchers .
  - Prepare all multiple reports and forms .
  - And all that extra work or paperwork is required .
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▪ **Then – Oct 18-10-2020 : Until Now**

Work as Director of the Office of the Dean of the faculty of pharmacy and Drug Technology at the Egyptian chinese university (ECU)

- **My duties included the following :-**

- Follow up on incoming daily email with outgoing mail sent when ready on time .
- Carrying out incoming , outgoing preservation and archiving work for college-related topics .
- Preparing the college council on a monthly basis .
- Take necessary action towards the execution of the instructions of the brigadier dean .
- Perform supervisory studies – research and daily , monthly reports on all college activities .
- Organize interviews and prepare the daily agenda of the dean .
- Organizing field communications for the college and student activities .
- Organizing seminars of all kinds and developing a plan for external conferences .
- Assisting the faculty members and the supporting body in all administrative matters .
- Assisting and supervising the conduct of theoretical and practical exams within the college .
- Performing human resources ( H.R ) work internally for the supporting body members .
- Notify the decisions , orders , and instructions issued by the dean to the relevant units and following up implementation .
- And all that extra work or paperwork is required .



## PERSONAL SKILLS

- Good Looking and Tactfulness
- Good and Effective Communication
- Time Management
- Stress Management
- Reading and Viewing
- Leadership and Teamwork
- Observation and Codification
- Working under Pressure and Self control
- Self – Confidence
- Continuous Learning and Following up on new in various fields



## LANUGAGES

Arabic : Mother Tongue

English : C1

French : A0

Chinese : A0

- 14 Levels of general English language courses passed At  
( The Institute of languages for the Armed forces in Kobri-El Kobba )  
( for Two consecutive years from 2016 : 2018 )
- Special Translation Course from (The center for Languages and Translation )  
Faculty of Arts – Cairo University ( From 13 – 2- 2020 To 30 – 10 -2020 )
- Chinese Language Course – Level 1 – from ( The Egyptian chinese university )  
( Mid February : Mid April 2021 -54 Training Hours )
- Proficiency in Writing scientific theses in Arabic course from  
(The center for Languages and Translation ) Faculty of Arts – Helwan University  
( 23 – 7 – 2022 : 6 – 9 – 2022 – 24 Training Hours )



## COMPUTER SKILLS

- From : Information Systems Institute for the Armed forces :-
- ICDL ( 22-6-2019 : 19-8-2019 - 48 Training Hours )
- EXCEL 2016 Fundamentals (12-2-2022 : 26 -2-2022 - 20 Training Hours )
- EXCEL 2016 Advanced ( 27-2-2022 : 6 -3-2022 - 20 Training Hours )

## GENERAL SKILLS

- Human Development Course ( The First Week Of August – 2017 -20 Training Hours )
  - Human Resources Course ( The Second Week Of August -2017 - 20 Training Hours )  
( General Syndicate of Administrative and Social Services)
  
  - Workshop of Digital Marketing course in partnership with  
( Lumas and Eyouth – 2days –May 2021)
  
  - Soft Skills ( 10 Levels ) :
    1. Communication Skills
    2. Body Language
    3. Time Management
    4. Self – confidence
    5. Stress Management
    6. Leadership and Change Management
    7. Creative Thinking
    8. Presentation Skills
    9. CV And Interviews
    10. Etiquette and Protocol
  
  - ( from 14-8-2021 To 19-8-021 - 54 Training Hours )  
( Information Systems Institute for the Armed forces)
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❖ **All Certificates And Documents are available if viewed.**

❖ Last update since March 2022