Mahmoud Al Samaouni

Administrative Affairs Assistant | Legal Administrative Support

Sohag, Egypt | elsamoony@gmail.com | +201018504538 | +201515957075 | 6 May, 2000

Professional Summary

Administrative Affairs Assistant with hands-on experience in document preparation, file management, administrative coordination, and official procedures. Skilled in organizing records, handling documentation, and following up with government entities to ensure smooth workflow and accurate processing. Seeking to apply strong administrative and organizational skills in Legal Affairs and Administrative Support roles.

Skills

Technical Skills:
Administrative Documentation | File Management | Records Management | Official Correspondence | Document Review | Government Procedures | Administrative Coordination | Legal Administrative Support | Data Entry & Reporting | Workflow Coordination | Process Follow-Up | Microsoft Office (Word, Excel, PowerPoint)

Soft Skills
Attention to Detail | Organization & Planning | Written & Verbal Communication | Time Management | Problem-Solving | Critical Thinking | Confidentiality Awareness | Coordination & Follow-Up | Decision-Making | Teamwork | Adaptability | Client Relations

Professional Experience

Administrative Affairs Assistant **Apr 2026 – Present**

Al-Kayan Engineering Office | Girga, Sohag, Egypt

- Prepare and organize administrative files and documents related to building permits and property reconciliation.
- Coordinate official document submissions and follow up with the Technology Center and City Council.
- Prepare civil liability insurance documents for construction risks through the Egyptian Civil Liability Insurance Pool in Assiut.
- Review documents for accuracy and completeness before submission to relevant authorities.
- Maintain organized records and track administrative procedures to ensure efficient workflow.

Team Leader **May 2025 – Mar 2026**

Cveeez Company | Girga, Sohag, Egypt

- Coordinated daily operations, assigned tasks, and monitored completion to maintain workflow efficiency and service quality.
- Supported team performance through feedback, coaching, and coordination of responsibilities.
- Communicated with other departments to resolve operational issues and maintain consistent service delivery.

ATS Resume Designer **Aug 2024 – Mar 2026**

Cveeez Company | Girga, Sohag, Egypt

- Prepared and edited professional resumes and cover letters according to client requirements and application objectives.
- Organized professional information, reviewed document accuracy, and formatted content to meet established presentation standards.
- Used Microsoft Office and AI-assisted tools to support document preparation, editing, and workflow efficiency.

Education

Bachelor of Law **Sep 2018 – May 2022**

South Valley University

Courses

British Cultural Center for Information Technology (BCCIT Academy) **Nov 2022 – May 2023**

- International Computer Driving Licence (ICDL)
- English Conversation
- Soft Skills
- General English Course – Level 8 | Grade: Very Good

Memberships

Member of Egyptian Bar Association **Feb 2024 – Present**

- **Registration Number:** 746004

Languages

Arabic: Native

English: Very Good