

OMNIA FARAG

OFFICE MANAGER



CONTACT

+20-01063768553

Omnia.h.farag@gmail.com

SKILLS

- Executive Coordination
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Professional Reporting
- Decision Making

LANGUAGES

- Arabic (Native)
- English (Advanced)

REFERENCE

AASTMT

Wardiere Inc. / CTO

Phone: +20 2 2268 6009

Email : cmt.heliopolis@gmail.com



PROFILE

Higher Education Specialist and PhD Candidate in Modern Human Resource Management with 13 years of experience in academic administration and managing the Dean's Office. Skilled in scheduling official meetings, preparing administrative reports and correspondence, following up on academic decisions, coordinating college events, and supporting students and faculty. A strong communicator with excellent time management, team coordination, the ability to work under pressure, and a high level of confidentiality, committed to enhancing institutional efficiency.



WORK EXPERIENCE

Office Manager to the Dean | College of Management & Technology, AASTMT 2022 - Present

- Direct all executive administrative functions for the Dean's office, ensuring seamless communication and operational efficiency.
- Lead the planning of high-level academic events and facilitate inter-departmental strategic coordination.

Education Coordinator (Cardiff Metropolitan Program) | AASTMT 2019 - 2022

- Managed daily operations and student support for the international Cardiff Met partnership, ensuring compliance with UK quality standards.
- Acted as the primary liaison between students, faculty, and international academic partners.

Social Supervisor | Deanery of Student Affairs, AASTMT 2012 - 2019

Prepared in-depth evaluative reports for financial aid committees, supporting the fair, transparent, and merit-based distribution of scholarships in line with institutional policies and students' financial needs.



EDUCATION

PhD Candidate in Modern Human Resource Management | Cairo University 2023 - Present

Professional MBA | AASTMT 2022
GPA: 3.96 / 4.0

Bachelor of Social Work (Very Good) | Helwan University 2010