



# Salina Qamhawi

Skillfull, love to learn new things, can multitask, try to improve everyday,

📍 London, UK

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## Languages

Arabic

English

## About

Organised vibrant individual with a can do can learn attitude, holds variety of different office experiences such as management of a small office with small team, administration, personal assistant, and manager assistant in financial and media production industries, apart of some voluntary work to fill in the absence in workforce. Delivery orientated with expertise in tracking progress and delivering to sponsors objectives to schedule. Multi- tasked with strong analytical skills and a natural problem solver. Holds a full UK driving license, highly computer literate, creative and proficient. Flexible to relocate.

### BRANDS WORKED WITH

al Sharq al Awsat, HH Saudi Research & Marketing Ltd

Drlabib Kamhawi and Mrbassam Abu Sharif

Janus Consultancy

Palestine and Jordan Hospital)

Personal Injury Medical Service Ltd

The Business Magazine

## Experience

### ● PA to Deputy Editor in Chief

al Sharq al Awsat, HH Saudi Research & Marketing Ltd | Apr 2016 - Aug 2016

Carrying out all DEIC correspondence

- Typing out invoices for freelancersand calculating there overtime
- Carrying out research as assigned by DEIC
- Employees' holidays, absence. and provide to HR
- Arabic/ English memo typing if DEIC requests
- Filing and bookkeeping all freelance and journalists invoices and expenses
- Collate all overtime & prepare monthly information for HR
- Organise any booking for DEIC and other Journalists
- Creating and maintaining filing systems
- Research news as per requested from DEIC or other Journalists Career Break

### ● Administrator / PA ( voluntary)

Drlabib Kamhawi and Mrbassam Abu Sharif | Dec 2011 - Jul 2013

Letter Writing

- Word Processing
- Creating and maintaining filing systems
- Organising travel
- Audio & copy typing
- Dealing with telephone enquires
- Keeping diaries
- Attending book signing
- Arranging appointments
- Archiving
- Responding to email enquires

### ● Physiotherapy Department (Voluntary in

Palestine and Jordan Hospital) | Feb 2011 - Nov 2011

Organising physical exercise sessions

- Helping patients recover from accident, illness and injury
- Writing reports
- Liaising with professional doctors and nurses
- Supervising specialist therapies such as TENS

### ● Interior Design Consultant

| Mar 2010 - Nov 2010

Successfully delivered luxury three bathrooms refit to the clients' specification. Managed sub-contractors and project within budget constraints. Negotiated discounts from suppliers.

•Travelled to Dubai for 3 months to gather ideas from the 5+ star hotels as part of this consultancy at clients' request.

### ● **Freelance Child Minder**

| Sep 2009 - Jan 2010

Motivating child to learn

- Listening & encouraging child
- Planning stimulating play activities
- Ensuring good hygiene
- Carrying out risk assessments
- Providing healthy refreshments
- Working with parents
- Promoting healthy lifestyles
- Adhering to good practice procedures



### ● **Production Manager Assistant**

The Business Magazine | Sep 2007 - Nov 2007

Produced monthly forecasts and status sheets, sourced from clients' bookings

- Used Adobe Illustrator to arrange all client's advertisements within the magazine
- Responsible for preparing the layout of the magazine
- Carried out all administration tasks to prepare for the next months' issues
- Successfully proof read all editorial before being sent to final print
- Designed advertisements for clients and banner advertisements to promote the business

### ● **Accounts Administrator**

Personal Injury Medical Service Ltd | Apr 2006 - Jul 2007

Responsible for the successful management of the account administration team

- Full management of accurately inputting payments of the medical notes from hospitals and surgeries into the company's system, and fully accountable for assuring the right payments for the hospitals
- Produced invoices for solicitors on reports requested from doctors
- Responsible for ensuring all Doctors were paid for the reports and reviewed the hospital notes
- Liaised with Doctors and solicitors to gain information regarding reports
- Responsible for training new members of staff within my team
- Ensured that all settled cases were closed correctly and all paperwork completed
- Recognised for achievements as Administrator and received promotion to Account Administrator



### ● **Bookkeeper & Commission Tracker**

Janus Consultancy | Dec 2000 - Feb 2009

Full management of all accounts bookkeeping and commission tracking

- Ensured detailed inputs and outputs from banks, direct debts, receipts and Sesame Ltd.'s (an authorised and regulated company by the Financial Services Authority) commissions for Janus consultancy
- Preparing account books for the accountant as requested
- Recognised for achievements by General Office Manager and received promotion to Booker Keeper & Commission Tracker
- Redesigned company's logo
- Prepared new client files and attended hosted seminars by the company for new potential clients
- General administration (filing, scanning, printing, ordering office supplies)