

# **Magy Boshra Salib**

## Executive Assistant

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### **PROFESSIONAL SKILLS**

- Executive Support & Office Management
- Customer Service & Client Relations
- Hotel Management
- Tasks Coordination
- Procurement Management
- Process Improvement & Compliance
- Stakeholder & Vendor Relations
- Microsoft Office Suite

### **CAREER OBJECTIVES**

Experienced multi-faceted skillset Executive Assistant seeking a relevant position in a dynamic environment to apply own knowledge and contribute effectively to the organization success and acquiring new exposure.

### **SUMMARY OF QUALIFICATIONS**

- Executive Assistant and Office Management Professional with 20+ years of experience.
- Hands-on hospitality and executive support.
- Skilled in managing complex schedules and leading administrative operations.
- Ability to coordinate high-level projects ensuring compliance with corporate policies.
- Recognized for exceptional problem-solving, organizational abilities, and strong interpersonal communication.
- Proven record of successfully managing multiple priorities while maintaining attention to detail and delivering results under pressure.
- Bilingual fluency in English and Arabic

### **PROFESSIONAL BACKGROUND**

#### **Executive Assistant**

Semiramis InterContinental Hotel – IHG | Cairo, Egypt (Apr. 2023 – Jun. 2025)

- Conducted Executive tasks for hotel manager.
- Managed Hotel Manager's calendar, coordinating 15+ meetings weekly with a 30% reduction in conflicts.
- Oversaw compliance and procurement processes for 25+ projects and FF&E purchases.
- Chaired weekly stakeholder meetings and ensured efficient project documentation.
- Maintained vendor relationships and ensured communication was properly documented.

#### **Personal Assistant**

Semiramis InterContinental Hotel – IHG | Cairo, Egypt (Jan. 2022 – Apr. 2023)

- Provided daily executive support to hotel manager.
- Conducted scheduling, documentation, and vendor coordination.
- Assisted management with day-to-day operations, booking business trips, attending meetings, scheduling appointments, and filing documents.

## **Administrative Assistant**

Semiramis InterContinental Hotel – IHG | Cairo, Egypt (Sept. 2019 – Dec. 2022)

- Supported hotel manager with day-to-day administrative operations and departmental coordination.
- Monitored communications between departments (housekeeping, front desk, F&B, maintenance).
- Tracked inventory and office supplies, and ordered replacements as needed.
- Helped prepare operational manuals, checklists, and updates for staff.

## **IHG Programs Executive**

Semiramis InterContinental Hotel | IHG, Cairo, Egypt (Jan. 2016 – Sept. 2019)

- Managed quality assurance programs and audits, successfully passing 9 IHG Quality Assurance audits.
- Increased guest satisfaction by resolving escalated issues and tracking follow-ups.

## **IHG Programs Administrator**

Semiramis InterContinental Hotel – IHG, Cairo, Egypt (Jan. 2010 – Jan. 2016)

- Developed and enforced audit policies and maintained professional knowledge through webinars.
- Monitored hotel compliance with IHG brand standards, loyalty and service delivery.
- Assisted in preparing for IHG audits or quality evaluations.
- Updated property teams on new IHG initiatives, policies, and system changes.

  

- **Executive Secretary to Hotel Manager** – Sofitel Hotel – ACCOR | Cairo, Egypt (Jul. 2008 – Dec. 2009)
- **Executive Secretary to EAM** – Sofitel Hotel – ACCOR | Cairo, Egypt (Jul. 2007 – Jul. 2008)
- **Secretary** – Semiramis InterContinental Hotel – IHG | Cairo, Egypt (May 2007 – Jun. 2007)
- **Rooms Reservations Agent** – Semiramis InterContinental Hotel – IHG | Cairo, Egypt (Apr. 2004 – Apr. 2007)
- **Business Center Secretary** – Semiramis InterContinental Hotel – IHG | Cairo, Egypt (Jul. 2002 – Mar. 2004)

## **ACADEMIC BACKGROUND**

### **Bachelor's Degree in Alsun, English Language**

Ain Shams University | Cairo, Egypt (2002)

## **CERTIFICATES**

- Project Management – American University in Cairo
- Human Resources – American University in Cairo
- Project Management Professional (PMP) – 35 PDU, PM Tricks
- Strategic Management – American University in Cairo
- Leadership Skills – American University in Cairo
- Marketing for Non-Marketers – American University in Cairo
- Business Writing – American University in Cairo
- Microsoft Office Skills (Word/Excel/PowerPoint/Outlook)

## **PERSONAL SKILLS**

- Communication Skills
- Attention to Details
- Team Collaboration
- Multi-Tasking
- Time Management
- Problem Solving
- Decision Making
- Critical Thinking
- Negotiation Skills