

Myrna Ahmed

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Summary

Seasoned Executive Assistant with over five years of experience providing high-level support to senior leadership in dynamic corporate environments. Skilled in calendar management, legal documentation, and project coordination, with a strong foundation in financial and HR administrative functions. Known for enhancing organizational efficiency and supporting executive decision-making. Adept at maintaining discretion, managing cross-functional workflows, and navigating complex stakeholder relationships.

Professional Experience

Executive Assistant to the Chairman

Filps Software Design L.L.C, Dubai, United Arab Emirates

Jan 2024 — Current

- Executed seamless executive operations by managing high-level scheduling and strategic engagements to ensure optimal time utilization and decision-making support.
- Accomplished accurate financial control by overseeing budget planning and expense reconciliation to maintain alignment with departmental objectives.
- Led smooth project execution by coordinating efforts across teams to ensure the timely delivery of business-critical initiatives.
- Achieved efficient HR compliance by administering Emirates ID, medical insurance, and contract processing to support workforce continuity and legal adherence.
- Delivered regulatory alignment by overseeing trade license, AOA, and MOA renewals to ensure corporate governance standards were met.

Executive Support Partner to the CEO

Money Fellows for IT and Project Management, Cairo, Egypt

Jul 2021 — Nov 2023

- Strengthened investor confidence by serving as the primary communication liaison between the CEO and key stakeholders, ensuring timely and consistent engagement.
- Secured compliance across departments by coordinating regulatory processes with finance and legal teams to meet governance standards.
- Improved executive efficiency by managing the CEO's complex calendar and aligning scheduling with business-critical objectives.
- Enabled seamless international and regional operations by organizing comprehensive travel arrangements for high-level engagements.

Associate Manager

Sutherland Global Services, Alexandria, Egypt

Aug 2019 — Jun 2021

- Established a high-performing and motivated team by mentoring staff and fostering a culture of service excellence to drive consistent client satisfaction.
- Maintained regulatory alignment by enforcing corporate policies and industry standards to ensure operational integrity.
- Cultivated team accountability and engagement by leading performance-driven initiatives that aligned individual goals with organizational expectations.

Subject Matter Expert / Training Coordinator

Intelcia, Alexandria, Egypt

Jun 2018 — Mar 2019

- Effectuated more targeted training outcomes by collaborating on tailored learning materials to address the specific needs of diverse learner groups.
- Contributed to increased customer satisfaction by consistently exceeding performance benchmarks and maintaining high service quality.
- Strengthened training impact by aligning instructional content with real-time feedback from support operations, enhancing learner engagement.

Education

MBA, Financial Management, United Arab Emirates, 2024 — 2025
King's Business School

Bachelor of Laws - LLB, Egypt, 2015 — 2019
Alexandria University

Certifications

TOLES Foundation Certificate in Legal English, September 2019 – October 2020

Core Competencies

- Budgeting & Financial Oversight
- Confidential Document Handling
- Meeting Preparation & Board Reporting
- Project Coordination & Delivery Tracking
- Executive Calendar & Travel Management
- Experience in Fast-Paced Startup Environments

Technical Proficiencies

- CRM, Google Workspace, Zoom, Microsoft Teams, Slack
- Calendar Management Tools (e.g., Calendly, Outlook)
- Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)

Languages

- English (Fluent)
- Arabic (Native)