



# Monib Boutros

Curriculum Vitae (CV)

**What job i'm looking for? My positive points**

advices.

Also I am willing to do the hotel arrangements.

Translation service to /from Arabic to other languages French - English , Book Keeping / Debit management / time management.

Event planning for private party / conference / seminar .

My services can be from 1hr/ a one-off service / or to be continued over time as and when needed by you. I speak three foreign languages (French -- English -- Arabic) holding a bachelor degree in commerce "Accountancy section".

If you have read this far, then please contact me, so that I can be a service to you and your company and hope to hear from you soon.

I am ready to be relocated to South Africa and cover my expenses and considered me a local citizen.

Your future PA.

M Boutros

Preferred occupation Administrative jobs

**Contacts and general information about me**

Day of birth 1964-09-18 (60 years old)

Gender Male

Residential location Free State

Telephone number *Information is available only for registered users.*

I am an experienced, trustworthy and reliable Freelance Virtual Personal Assistant, with excellent

references and based in Cairo, with an international background and have had over 32 years

experience in a different fields : [Sign in](#)

1-Hotel management with Sheraton - Movenpick- Hilton

**Work experience**

2-Tourism (Itta Tours via Jet tours - Hotel Plan Paris - Travco - Travcoa )  
You were working at: Builders

3-PCO Professional congress organizers for international events

**Additional information**

4-Administrative work in a multinational Company overseas (handling the administration & the

Salary you wish 28000 per month (Background in Europe)

5-Running a private business in import and export for the petrochemical products and creating and inventing the mechanical process for cutting ) implementing a new project in manufacturing the EPS for almost 16 years.

I am based in Cairo and would like to join or work in South Africa at any suitable position relevant to my experiences and my background .

Also I am ready to cover my accommodation fees at the beginning in order settle down once you are helping me to get my permanent resident visa.

My availability is virtually 24 /7, from the office even at home or at your disposal. Please contact me via my email to discuss further, how I can assist you.

All work that I do, is tailored to individual company / business requirements -- market research.

No tasks are too small or too large. My speciality is assisting you to open / start a new business and help you with new ideas.

This includes all your administration needs, designing business cards, leaflets and websites