

Graduated from Faculty of Law and is looking to work in administration field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 04/08/1989
Gender : Female
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: Faculty of Law, Helwan University, 2010

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Access, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

- : Effective Communications Skills & Human Relation (BBSA+), Sponsored by Dale Carnegie Training (2015):
 - Build the self-confidence to overcome the challenges of selling.
 - Communicate value and sell from a buyer's point of view.
 - Master a consultative selling process to accelerate the sales cycle.
 - Strengthen relationships by building credibility and client loyalty.
 - Develop a positive attitude to generate predictable sales results.
- : Basic Business Skills Acquisition (BBSA), Cairo, Sponsored by Berlitz Training (2015):
 - Developed Language and Computer skills.
 - Enhanced Presentation & project development skills.
 - Acquired basic business skills including: marketing, sales, banking, accounting, business correspondence and report writing.
- : Training at El-Mohandas Insurance Company as Secretary:
 - Prepare correspondence, reports, and materials for publications and presentations.
 - Answer telephones and handle in appropriate manner.
 - Create, transcribe and distribute meeting agendas and minutes.

- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.