

Holds a Bachelor Degree in Arabic Language & Islamic Studies and has over 6 years hands-on experience working in administration field.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 21/11/1987  
Gender : Male  
Marital Status : Married  
Residence : Menoufia

## **EDUCATION**

: Bachelor Degree in Arabic Language & Islamic Studies, Menoufia University, 2010

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: ICDL  
: Communication Skills  
: English

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Jan. 2011 till now  
**Employer** : Mega for Construction & Industries – Egypt  
**Job title** : Administrative & Accountant Site