

Holds a B. Sc. in Computer & Information and has more than 5 years hands-on experience working in admin field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 28/06/1981
Gender : Male
Marital Status : Married
Residence : Cairo

EDUCATION

: B. Sc. in Computer & Information, Thebes Academy (ITA), 2004

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: MSN Office
: English
: Communication skills course.
: Time management course.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2010 till Nov. 2015
Employer : Universal for Engineering, Industrial - Egypt
Job title : Admin Supervisor