

Holds a Bachelor in Management Information Systems and has about 9 years hands-on experience working as Secretary.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 23/08/1984
Gender : Male
Marital Status : Married
Residence : Nasr City, Cairo

EDUCATION

: Bachelor in Management Information Systems, Future Academy, 2005

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Photoshop

TRAINING COURSES AND CERTIFICATIONS

: ICDL
: Internet Applications and Multimedia.
: Data Base.
: Structured programming.
: Operating Systems.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : For 1 year
Employer : Egyptian Food Bank
Job title : References and Data Entry
Job Description : Review the data and enter.

Dates : For 1 year
Employer : Haiddlena Advanced Pharmaceuticals Co.
Job title : Data Entry

Dates : For 2 years
Employer : Salama Ghobashy Office for accountant
Job title : Secretary
Job Description : Data entry, Handling Emails/Faxes, Organizing office documents and Organizing manager tasks.

Dates : For 1 year
Employer : Speeder Company for services & constructions
Job Description : Data entry, Handling Emails/Faxes, Organizing office documents.

Dates : For 2 years
Employer : Mohammed Toson Office for Lawyering
Job title : Secretary
Job Description : Data entry, Handling Emails/Faxes, Organizing office documents and Organizing manager tasks.

Dates : For 1 year
Employer : Phoenix Team Company for engineering works and commercial
Job Description : Data entry, Handling Emails/Faxes, Organizing office documents.

Dates : For 1 year
Employer : Nammarek Company for Import and Export
Job title : Secretary
Job Description : Data entry, Handling Emails/Faxes, Organizing office documents and Organizing manager tasks.

Field of experience :

- Good data entry.
- Complete knowledge about Microsoft Office.
- Knowledge of medium accounts.