



About Me

Name : Ahmed Ashraf Ramadan
Address : Atlas housing - Nasr City - Cairo
Date of birth : 30 / 9 / 1998
Religion : Muslim .
Military service : final exemption .
nationality : Egyptian .
Social status : single .

CONTACT



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LANGUAGE

Arabic (Native tongue)

English (good written - accept
listening and speaking)

COMPUTER SKILLS

- 1- Excellent in using Windows Operating Systems and Microsoft Office Applications.
- 2- Excellent in dealing with the Internet and its search capabilities.
- 3- Touch Typing: 50 W/M .

4- Excellent in :

Microsoft Office 365	Microsoft Word
Microsoft Office 2016	Microsoft Excel
Microsoft Power Point	

AHMED ASHRAF RAMADAN

Career Objectives

Seeking a long term job opportunity as a Business Administration, where my professional experience, qualifications and skills will be beneficial in the growth of the employer and myself .

CERTIFICATIONS AND QUALIFICATIONS

- 1- **B.A, Faculty of Education**, Department of Social Studies, Ain Shams University, Cairo.

Year of Graduation : 2020

Rating : Very Good, with honors

- 2- **Diploma in Business Administration**, Ain Shams University [**2021 - 2023**]
- 3- **Attending successfully ICDL Course** on Windows Operating Systems, Microsoft Office Applications at Cairo, Egypt .

Personal Qualifications

- 1- **I can work effectively** as part of a team and also independently .
- 2- **I have excellent** communication skills at all levels .
- 3- **I have the ability to** solve problems quickly and effectively .
- 4- **I have the ability to** work under pressure .
- 5- **I possess organizational** and time management skills .
- 6- **I work diligently** and tirelessly to achieve organizational goals .
- 7- **I am a continuous learner** and always strive to develop my skills and increase my knowledge .