

TARTEEL MAZIN AWAD AHMED

SECRETARY, OFFICE ADMIN, INTERIOR DESIGN

Summary

Efficient and competent individual with 1+ Year of Experience serving as a liaison for executives, clients, and partners. Looking for a secretary position within a company requires high-skill and strong communication in a fast-paced environment.

Contact

Mobile: 0111 8161622

Whatsapp: +249 90 104 6882

Email: tarteelmazin96@gmail.com

Personal Info

Birth date: 20 Dec, 1999

Address: Cairo, Faisal Egypt

Education

Future university, interior design, 2022 - Khartoum, Sudan

Skills

- Creative writing
- Reporting
- Time Management
- Decision Making
- Office Administration
- Attention to details
- Team working
- Flexibility
- Microsoft office

Language

- Arabic & English

Experience

Zobida Motors International

Secretary & Office admin Oct, 2022 to Jan, 2023

Extra Group

Secretary May, 2022 to Sept 2022

Language Company

Interior design training Jun, 2021 to Oct, 2021