

Marina Nasser Samy Farag

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Objective

Seeking a challenging opportunity in a well-established organization where my education and skills can be fully utilized and further developed.

Education

Faculty of Commerce English Section, Accounting Department, Thebes Academy, class, 2022.

Work Experience

Receptionist at Over IP Middle East

OCT, 2021 – FEB, 2022

Telesales at EL Morbeh

April, 2022 – June, 2022

Job Summary

Overseeing general office operation.

- Greeting visitors, answering a high volume of incoming phone calls, and delivering world-class service to our customers.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Supervising, and delegating assignments to ensure maximum productivity. rental reservations
- Purchasing office supplies and equipment and maintaining proper stock levels.

Language

- Arabic: Mother tongue.
- English: Very Good (speaking, reading, and writing).

Technical skills

- Various operating systems (Windows, Linux (Ubuntu)).
- Microsoft Office (2003 / 2007 / 2010 / 2016), visual basic, visual studio and Adobe Photoshop.

Personal skills

- Excellent presentation and communication skills to interact with individuals at all levels.
- Able to work unsupervised and Have the mindset which makes me always able to learn all new programs and systems which facilitates my work.
- Good listener, brain Storming, self Motivated, self confident and team player
- Able to handle tasks carried in pressurized fast track projects.

Trainings and Courses

- Trainee at Attijariwafa Bank (JULY 1st, 2019 - JUL 31st,2019)
- AWS training (SEP 15th,2021)
- General English at IBI.
- Human Development.
- Trainee at Banque Misr Online.

References available upon request