

Sarah Hassan AbdElAziz



Contact

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Objective:

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and Overcome the challenges of today's changing Work.

Education:

Bachelor of Arts, Department of Anthropology,
Alexandria University. Graduate in 2012.
Degree: accept.

Current job and previous experience :

-**Current position:** **Administrative Secretary** at Pharos University and Deputy Director Managing clinics for 5 years and General coordinator and **Document control officer** , **Internal auditor for quality system control by International Standard ISO 9001:2015** for more than two years until now .
-**Previous job:** A data Entry operator at a Readymade Garment Company for more than 3 years.

Language and Other Skills:

- * Native language is Arabic.
- * Very Good command of both written and spoken English.
- * Microsoft Office (Word – access - Excel)-Internet Explorer “Browsing &E-Mail Services”.
- * Quality references course for International Standard **Iso 19011-2018**.

Personal skills:

- * Accuracy.
- * Bookkeeping.
- * Detail Oriented.
- * Time Management.
- * Soft Skills.
- * Work Under pressure.
- * Work and dealing with team.

Personal Information:

Nationality: Egyptian.
Date of Birth: 11/9/1991.
Marital Status: Married .

References:

All certificates and references are available under request. That my skills meet your requirements and in hope to join.