



Amira Ramadan Abd Al-Baset

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Address: 18 Al-Sabaa Banat st, Mansheya, Alexandria, Egypt.

Objective

Looking for a position in a reputable, progressive, and respectable organization that can offer me a very good opportunity for improving my skills and for gaining more experience.

Educational Information

Faculty of Art, Philosophy Department, Alexandria University (2021).

GPA : Acceptable.

Work Experience

- Secretary , Dental Clinic, since February 2022 Until August 2022

Skills

Computer :

Microsoft Office and High skillful in surfing the internet and act researches.

Languages :

- Arabic mother tongue.
- Good command of English: spoken, and written.

Soft skills:

- Language, Computer Literate, Leadership, Presentation, Organization, Time management, Negotiation, Planning, Typing Skills.

- Ability to work individually or as an active member at team work.
- High ability to work in a team for long period and very good ability in management.
- Identifying and solving problems.
- Ability to work under pressure till achieving targets.
- Possesses initiative and good work attitude.

Personal Information

- **Name:** Amira Ramadan Abd Al-Baset Abd El-Rahim
- **Date of Birth:** 14 / 7 / 1998.
- **Nationality:** Egyptian.
- **Marital status:** Single.