

# Mennatallah Medhat Mohammed

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## Objective

I expect to associate myself with a professionally driven at well-respected organization by pursuing a challenging, responsible, dynamic and rewarding career to be able applying my academic knowledge, expertise, skills and enthusiasm, which will assist my career development and contribute effectively to the progress of the organization and the society as well.

## Education

Faculty of commerce 2019 Cairo University

## Skills

### Computer Skills:

- ☐ Very Good knowledge of Microsoft Office.
- ☐ Excellent Knowledge of Internet.
- ☐ Good Knowledge of Internet searching skills.

### Language Skills:

- ☐ Native language Arabic.
- ☐ Good in English.

### Interpersonal skills:

- ☐ Ability to work well under pressure.
- ☐ Ability to learn new tasks quickly.
- ☐ Good communication and negotiation skills.
- ☐ Flexible, Motivated, Committed to team work, Good organization & Planning.
- ☐ Respecting Others: Makes a personal effort to treat all people fairly.

### Business skills:

- ☐ Reports writing & correspondence.
- ☐ Projects preparation & presentation.
- ☐ Banking and Sales.

## Experience

- 1) Worked as data entry and customer service at Agriculture Research Center. Dec.2023 - Present
- 2) Worked as data entry at Union Courier. 2022
- 3) Worked as Math teacher at El Awael school. 2019
- 4) Trained on Sales, Banking and English for banking at The Egyptian Russian training center.
- 5) Trained on English skills with native speakers at Spread Your English Course (SYE).
- 6) Trained on International Computer Driving License certificate accredited by UNESCO (ICDL).
- 7) Trained on computer skills (PEACH TREE – QUICK BOOKS)

## Interesting

- ☐ Search the internet
- ☐ Build good relationships with others
- ☐ Chatting with different people
- ☐ Listening To Music
- ☐ Play swimming
- ☐ Traveling

## Personal Information

- ☐ Date of Birth : 5/8/1996
- ☐ Marital Status : Single

Thank you so much for reading my resume,  
I am looking forward to hear from you, it will be such an honor to take place  
in your organization and I will do my best to improve myself.

Regards

*Menna Medhat*