Sara Abo El-Soud Mohamed

Email: [Sara.aboelso](mailto:aseweni@gmail.com)ud@gmail.com

C: 01094036320

Cairo - Egypt

# SKILLS

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* Superior communication skills
* MS Office proficient
* Effective team player
* Fluent in Arabic
* Dependable and reliable
* Cheerful and energetic
* Customer service

**EXPERIENCE**

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* Work at Elamria Company for petroleum refining.

(Training grant the university for students with efficient, department of accounting)

* Work at calik Alexandria for ready mad garment- private free zone.

Department: planning and follow up

Job description:

Developments of production plan accompany the request of the client and delivery dates

Of order and follow up with all the materials which achieve the main goal (customer).

* Training in the office of an accounting for a period of 6 months.
* Supervisor & Computer Teacher at Tamayoz Language School for period from 2012 to 2014.
* Executive Secretary at Talent Consultant Company for a period from 2015

to 2016.

# EDUCATION

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## Alexandria University, Alexandria, Egypt - Faculty of Commerce - Accounting Dep.

Bachelor's degree, 2009

Personal Information

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* Place of Birth: Alexandria, Egypt.
* Date of Birth: 15th of March, 1988.
* Sex: Female.
* Status: Married.
* Hobbies: Reading, Drawing.

References

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* Upon Request