REHAM GOMAA ABD ELNABI

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**Career Objective…**

I am capable and career oriented individual with a creative ability and analytical skills necessary for optimum productivity and performance. Excellent communication and interpersonal skills, willing to accept responsibility easily adaptable to new environment and sociable. Very hardworking, honest, sincere, adaptable and self-motivated with a professional approach through determination and dedication.

**Personal Details………**

Date of birth: 07 / 09 / 1990

Passport No.: A19227694

Gender : Female

Nationality : Egyptian

Marital Status: Single

**Education…**

* Higher Institute of Social Work and Society Alexandria 2013

**Job History…**

* Alexandria Portland Co, For Cement As ( HR ) from August 2011 Till August 2012..
  + Dental Group Co, As ( Secretary ) From September 2012 Till April 2013...
  + TMI Co, For Clothes In Free Zone As ( Assistant QC Manager) From May 2013 Till September2015 ...
* QIZ Group Co, For Clothes In Free Zone As ( HR ) And ( Assistant Manager ) From February 2016 Till August 2016..…
* **TMI Co, For Clothes In Free Zone As ( HR ) From 2017 Till September 2019 …**
* **Fashion Star Co, For Clothes In Free Zone As ( HR ) From Novamber 2019 Till Now …**

**Other Skills …**

* + - * Received intensive English And Computer Training Course..
      * Developed Presentation and Project development Skills..
      * Developed business correspondence, report, resume, cover letter writing. Language and computer skills..
      * Enhanced basic Communication, presentation and Interview Skills..
      * Developed different administrative Skills to assist Manager..
      * Developed Customer Service Skills effectively and received training in Customer Service..

**Languages …**

* Arabic ( Native Language )
* English ( Good Spoken, Reading & writing)

**Computer Skills …**

* Microsoft Office ( Word , Excel , Access , Power Point 2003 , Outlook , 2007 , 2010 , 2013 )..
* Internet Browsing And Searching …
* Ability To Work On Any Computer Applications …