



## **Fatma Mohsen Kamal Abdel - Hamid**

*Adress: 32 st masaken.el.saudia - hadayek el kobba – Cairo.*

*Mobile: 01119987440*

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### **OBJECTIVE**

*To obtain a suitable position in a company where my skills, education and proficiency allow me the opportunity for growth.*

### **PERSONAL INFORMATION**

*Date of birth : 6 / 7 / 1989*

*Marital Status : Single*

*Email: fatma\_mohsen14@yahoo.com*

*ID Card: 0100323*

### **EDUCATIONAL QUALIFICATIONS**

*Bachelor degree from Tourism and Hotels – tourism studies Departmen*

*Class of 2010 –Very Good*

### **PROFESSIONAL EXPERIENCES**

- *Working at Louvre Tours Company as sales representative.*
- *Working at agroscape company as secretary.*
- *Working at fast moving company as sales representative.*
- *Working at cairo air trading as secretary.*
- *Working at cairo contracting company trading as secretary.*

### **FROM DECEMBER 2014 TILL PRESENT**

#### **SECRETARY AT CAIRO CONTRACTING COMPANY**

- *Review and approve supply requisitions.*
- *Maintain office records.*
- *Understanding technology and managing online systems such as e-auctions and e-tendering.*
- *Preparing tenders, technical and financial envelopes.*
- *Operate office equipment such as fax machines, copiers, and phone systems, and use computers for.*
- *Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals .*
- *Sending and receiving mails keep the new data and transfer it the Chairman.*

## Coordination and Planning

- Coordinates calendar, travel, meeting, and schedule arrangements for the Chairman and planning his vacations and Purchases locally and internationally.

## Filing

- Design filing systems, and ensure filing systems are maintained and up to date.
- Ensure protection and security of files and records.
- Ensure effective transfer of files and records.

## Maintain good working environment

- Works closely with other team members to assure preparation for meetings.
- Building strong working relationships both internally and with key clients.

## *Skills*

### *Computer Skills*

- Windows XP
- Microsoft Office XP (Word and Excel)
- Maintenance of computer operations
- Internet
- *Amadeus*

### *Language Skills*

- Arabic: excellent command of spoken and written Arabic .
- English: good command of spoken and written English .

### *Working Skills*

- Strong oral and written communication skills.
- Ability to work on my own initiative.
- Attention to details.
- Flexibility and adaptability to changing workloads.
- Problem-solving skills and project management ability.
- Good team-working and management.

### *Courses*

- *Training at Canadian Institute on (HR – Sales – Marketing – Customer service)*
- *English Language courses course in the AUC (TILL PRESENT)*
- *Amadeus course*

*Thank you very much for your time .*

# Nazih Training Center Training Diploma



This is to certify that

**FATMA MOHSEN KAMAL**

Has successfully completed

**Amadeus Basic Course with a degree granted A**

Date : 5-Jan-2017 Instructor

A handwritten signature in blue ink, appearing to read 'Fatma Mohsen Kamal', is written over a faint rectangular stamp.



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THE AMERICAN  
UNIVERSITY IN CAIRO

SCHOOL OF  
CONTINUING  
EDUCATION

Language Department

*certifies that*

**Fatma Mohsen Kamal**

*has successfully completed the requirements of*

**Emerging Learners Elementary Certificate**

**A1 on the Common European Framework of Reference (CEFR)**

A00134176

Deena Boraie  
Dean



**May 2015**



SCE has been accredited as an Authorized  
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Continuing Education and Training (IACET).

Alia Shoeib  
Associate Dean for Instructional Affairs