

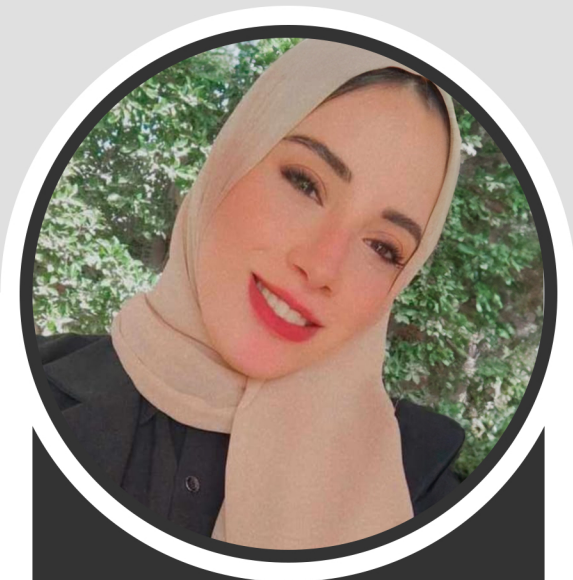
# SHROUK HELMY

## INFORMATION TECHNOLOGY



### ABOUT ME

Am seeking a new opportunity in a reputable company to gain more experience and enhance my skills developing my skills learning everything new and developing myself .



### JOB EXPERIENCE

#### NOUR EYE CENTER

2019 -2022

Department of Administrative Affairs

Supervising the personnel affairs, records, follow-up and communications departments

#### ROYAL CENTER

2022 -2023

receptionist

Receiving customers, responding to their inquiries, directing them, reviewing their requests, and maintaining the confidentiality of their information

#### AL WADI HOSPITAL

2023

Medical Secretary

Receiving and assisting patients, maintaining medical and insurance records, as well as handling telephone calls, scheduling medical visits, providing information, and assisting in solving administrative problems related to the medical institution.



### SKILLS

Microsoft Powerpoint 

Microsoft Word 

Microsoft Excel 



### HOBBIES

• READING BOOKS

• TRAVELING

• HE RAN



### LANGUAGE

• ENGLISH

• ARABIC



### CONTACT ME

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 Egypt - Giza - October



### EDUCATION

#### ELGAZEERA ACADEMY

BACHELOR OF INFORMATION SYSTEMS

2020 - 2023