



Sara Ibrahim Mohamed Sleem

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Phone number: (+20) 01005790786

Date of birth: 30/09/1993

[01/2023 – 07/2023] **Data analysis specialist**

Al Matgr Al Masry (SE official distributor)

Main activities and responsibilities:

- Data Entry for invoices on E-invoices system.
- Offers preparation.
- General Administration.
- work on Oracle & E-Tax.

[12/2018 – 01/2023] **Receptionist and public relations officer**

Medical Center

Main activities and responsibilities:

- Receptionist.
- Public relations.
- Call center.
- General Administration.

[01/2018 – 09/2018] **welding document control (Siemens)**

Address: Alexandria, Egypt

Main activities and responsibilities:

- Reporting Quality control activities .
- reviewing documentation according to ASME .
- performing inspection plan .

[10/2015 – 12/2017] **communication specialist (Arab African association)**

Address: Alexandria, Egypt

Main activities and responsibilities:

- Phonetics specialist.
 - Children skills development specialist.
 - Montessori Teacher .
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EDUCATION AND TRAINING

[09/2011 – 06/2015] **BA in special education**

Faculty of Education ,Alexandria University

Address: Alexandria, Egypt

[11/2017] **Sensory Integration course**

Arabic African association

LANGUAGE SKILLS

Mother tongue(s): Arabic Other

language(s):

English

LISTENING B2 READING C2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

COMMUNICATION AND INTERPERSONAL SKILLS

Excellent communication skills with children gained through my experience asCommunication Specialist .

JOB-RELATED SKILLS

- Good Mentoring skills.
- Good command of quality control processes.
- Hard Worker.
- Team Work.
- Work under stress.
- Fast learner.