

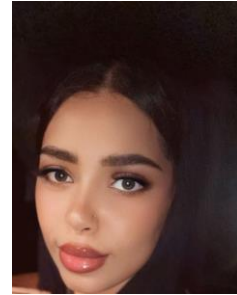
First name: Mirna Nasser

Age: 21-2-1998

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EDUCATION

Graduated with a Diploma in Commerce

City-Country Cairo

WORK EXPERIENCE

New life ,Secretary & Account Manager

Working independently, I was responsible for a range of tasks including: Answering the phone and handling enquiries Responding to email enquiries from customers. Day-to-day bookkeeping and helping the accounts team with matching invoices/dispatch notes Using Act! to add and update notes & customers Chasing debts through the phone and post

Yala Media Secretary

Organizing meetings and conference calls Covering reception as and when needed Typing and formatting lengthy documents (contracts, reports) Producing letters, minutes, presentations, valuations etc Arranging travel and hotels Maintaining annual leave records and processing requests Filing and archiving Assisting with the organization of events

Espresso lab Egypt. Secretary

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Skills

- Business skills

- Business English

- Career Direction

- Microsoft skills

-Good knowledge of Windows operating systems.

Languages:

Arabic: Native

English: Good