##

## **Sara Salah El-Din Mohamed**

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**01061688976**

## **4 Mahran street from El Haram Street. Giza**

**Sarasalah717@gmail.com** **Objective:
- Seeking for joining your team to learn and achieve my career and allow me to utilize my knowlege , my experiences and my skills.

EXPERIENCES:

- Executive secretary: Pharmacare Egypt , in Maadi .

From June 2015 to may 2017.

- Office manager: National company for real estate, 6th of october.

from September 2006– to July 2009.

EDUCATION:

- Bachelor of mass communication, Cairo University,press section.

- Wadi Degla languages High school in Maadi.

Date of birth:

- 5th february 1986

Social statue:
- Married.
- 3 kids:
(9 years - 6 years- 3 years).

Languages:

- Fluent English ( writing - reading - speaking - translate).**

## **-Native Arabic language. Computer skills:- proffiency at office( word- excel- powerpoint)- Exellent in E-mails ( writing- recieving- sending).- very good in sending and recieving the faxes.**

## **- proffiency at social media (Facebook - Instagram - Twitter - Tiktok)Personal skills:- Exellent communication skills.- Ability to work in team.- High flexibilty in taking orders.- High leadership skills.- Ability to work under pressure.- Multi tasker.Interests:- reading.- writing poems.**