## 

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

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**01061688976**

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

[**Sarasalah717@gmail.com**](mailto: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.**