

Esraa Sayed Kamal El Sayed

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Birth Date: 11/1/1996

Summary:

I am graduate From Historical Department, I have ambitious and passionate to work in your prestigious institution, and I have good experience in dealing with clients through my previous professional experiences

Education:

Bachelor in Art - Historical Department - (Ain Shams University):

Work Experience:

➤ **Fawran Construction**
Administrative

- ❖ I was responsible for administrative matters in the office, coordinating the agenda, and entering customer data into Microsoft Excel
- ❖ **Period: 6/2021 – 1/2022**

➤ **GYM**
Administrative

- ❖ I was responsible for administrative matters at the place, organizing subscribers' data, and entering subscribers' data into Microsoft Excel
- ❖ **Period: 12/2020 – 4/2021**

Software Skills

1. Microsoft Excel
2. Microsoft Word

Languish

3. Arabic: Native language
4. English: Good