

Curriculum vitae

Suzan Reda Mahmoud

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OBJECTIVE

Seeking challenging & exciting position which best suits my qualifications, skills & ambition. To contribute relevant experience and educational background to my working field.

EDUCATION

2003-2007 - Cairo University - Cairo, Egypt
Bachelor of Commerce -Accounting Dept.
-Grade: Good

SKILLS

Computer Skills:

Very good knowledge of MS office & internet.

ICDL (International computer driving license).

Language Skills:

Native language Arabic.

V.Good command of both written and spoken English.

EXPERIENCE

- 1) Feb 22 – March 23 PR at DR/ Mohamed Tag Clinics.
- 2) May18 – April 20 Administrative at Happy Kids Nursery.
- 3) Oct 09 – May 11 Customer Service in UC MAS international academy.
- 4) Aug 08 – Aug 09 AH.Scada Administrative Affairs.
- 5) May08 – July 08 Basic Business Skills Acquisition (BBSA) Cairo, Egypt.
Sponsored by the Future Generation Foundation (FGF) Training
 - Developed Language and Computer Skills.
 - Enhanced Presentation & Project Development Skills
 - Acquired Basic Business Skills including: Marketing, Sales, Banking, Accounting, Business Correspondence and Report Writing.
 - Enhanced Communication skills .

INTERESTS

Computer, internet, reading & sports.

PERSONAL INFORMATION

Date of Birth: 7/5/1986

Marital Status: Married