

# Kholoud abdeltaweb



## Contact

**Address:**

Badr city, Cairo, Egypt

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## Languages

- 1- Arabic :- mother tongue
- 2- English:-good in writing and speaking

## Summary

- 1- An administrative within the Department of Legal and Administrative Affairs in a contracting and real estate investment company in Badr City with experience in clearance procedures within governmental and non-governmental departments such as the Industrial Development Authority, the Communities Authority, Shahr Real Estate and Licensing and a background in project management and relations.

- 2- Dealing on programs 1 - Word 2 - XL Program

## Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver

## Experience

**Administrative department-** 01/7/2019 to 23/11/2022

- **Contracting and real estate investment company**
- Processing papers and workflows.
- Dealing with government and non-governmental entities
- Dealing with customers
- Completion and speed of work
- Dealing with programs within the company

## Education

**Graduate - Upper Intermediate Education - Technical Institute, College of Technology, Industrial Department of Electronic Devices**

## Experience

Three years of work within the company.