

# Curriculum Vitae



## **Personal Information :**

Name : Ghada Karam Mahros.

Date of Birth : 1995/03/1

Place of Birth : Egypt .

Nationality : Egyptian.

Gender : Female.

Marital Statu : Married.

Religion : Muslim.

Email : ghada\_loma812@gmail.com

## **Contact Details :**

Address: 10 gogo st. – Moharam bek – Alexandria – Egypt .

Mob: 01061806283

Tel: +2 - 03/3903906.

## **Education :**

Bachelor of Arts – oriental languages department, Turkish languages section – Alexandria University (Graduated 2016).

## **Languages:**

English : Very Good . Speaking & Writing .

Arabic : Mother tongue .

Turky : Good

### **Computer Skills :**

- Deal with computer's office programs:

(Word, Windows, Excel, Power point) proficiency good.

- searching and surfing the internet effectively.

### **Courses:**

Turkish languages Course in **Yunus Emra Institution .**

### **Self Skills :**

- 1- The ability to work under pressure.
- 2- The ability to accomplish multiple tasks efficiently.
- 3- Work individually and as a team member.
- 4- Problem solving.
- 5- Deals with all kinds of obstacles.

### **Previous Experience :**

1- HR specialist, administrative affairs, cars compensation dep . For (**Wethaq Takaful Insurance Egypt**) since 5-2018 , till 6-2020

2- HR specialist, for (**A.M.G co. Al Ghalban for automotives**)  
since 6-2020 , till 8-2021

3- Administrative affairs, Insurance Specialist for (**B.AUTO for cars**)  
since 9-2021 till 12-2022

### **Availability:**

Available for work upon request.