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| **curriculum vitae** |

Omnia Reda abdulfatah

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| **Objectives:** * Seeking an opportunity where I can benefit from my study, language capabilities, experiences and personal skills as a chance to develop professional growth and personal experience from such participation.

**Personal Information:** |
|  | * Nationality: Egyptian.
* Date of birth: 13th of September, 1993.
* Address: 26 Alkholafaa Elrashdeen St, El Haram, Giza.
* Social status: Single.
* Phone: 0233628400
* Mobile: 01159777236 - 01013948694
* E-mail: omniareda400@gmail.com
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| **Education**: |
|  | * Qualification: Higher Institute
* Department: Graphic
* University: Faculty of Technology of Ain Shams University
* General grade: good
* Year of graduation: 2013
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| **Language skills**:* Native language Arabic
* good English.

**Experience:** |  |
|  | * **From October 2013 to June** **2014 “Royal for Natural Herbs Company”**
	+ Secretary.
* **From November 2014 to November 2016 “Ahmos Language School”**
	+ Computer teacher.
* **From January 2017 to February 2018 “El-Zienah Company for Supply”**
	+ Director of the Office.
* **From October 2017 to April 2018 “El-Salwa Center”**
	+ Executive secretary and a sales manager.
* **From June 2018 to May 2019 “El-Nour for cars”**
	+ Executive secretary.
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| **Personal skills:** |

* Excellent communication skills.
* Very good presentation skills.
* Ability to work under pressure.
* Ability to learn new tasks according to job requirements.
* Ability to work individual or as a team member.
* Customer service.
* Time management & decision maker.
* Reporting.
* writing professional E mails.
* Organization of meetings.
* Very good in sales.
* Online ads

**Computer skills:**

* Very good dealing with Microsoft windows.
* Excellent with internet applications.
* Very good dealing with Microsoft office programs.