|  |
| --- |
| **curriculum vitae** |

Omnia Reda abdulfatah

|  |  |
| --- | --- |
| **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 |  |
| **Education**: | |
|  | * Qualification: Higher Institute * Department: Graphic * University: Faculty of Technology of Ain Shams University * General grade: good * Year of graduation: 2013 |  |
| **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. |  |
|  | |  |
| **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.