



Duaa Ahmed attia

Email: dodomodo812@gmail.com

Address: 21st and elmeanam ryad . ezbet elnakhl.egypt

Phone :01013202451 – 0115062964

Objective

Its an honor for me to introduce this C.V. with my personal information to apply to work in your group .as an employee contributing in the development of this corporation

Education

- Bachelor of Commerce, **bussnis management** (Graduation Year: 2017)
- Grade: **Good**
- **Ain Shams University**

Experience

sales at tie shop Company

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- ✓ Prepare sales
- ✓ customer service
- ✓ catcher
- ✓ call centre

Tele sales at xclusives card Company.

- ✓ marketing and call center
- ✓ Follow up clients and collect money
- ✓ Prepare and record checks
- ✓ Reviewing supplier account statements
- ✓ Daily review of treasury
- o Handle & Resolve customer queries and proble
- o Medical contracts at right way for marketing and management company
- o Medical contracting officer
- o accounting

Skills

LANGUAGE SKILLS

- **Arabic** (Mother tongue).
- **English** (good **speaking & listening & writing**).

COMPUTER SKILLS

- **Good** in using MS Office programs (**Excel & Word& Power Point**)

PERSONAL INFORMATION

- **Status:** Single
- **Date of Birth:**8 December , 1995