

# AbdElRahma Khaled Mohamed



Administrative Assistant

☎ Phone: +2 01143369711  
+2 01116970750 - 01126514267

📍 Address: 212 port Saied Alsayeda Zaeib  
Cairo , Egypt

✉ Email: Boda10210@Gmail.com

## SUMMARY

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Strong problem-solving and analytical skills that help me work efficiently and independently. An ethical professional with experience in the health, financial and government sectors. Good computer skills and typing speed.

## EXPERIENCE

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### AL-howary company

For educational services and written works 4 years

#### Web marketing

- Worked web marketing for pages & clothes (free work)

#### Power Man

- I worked for Power Man Real Estate Marketing Company for 5 months

#### Egyptian Services and Collection with Mashreq Bank

- I worked for \*Egyptian Services and Collection with Mashreq Bank for 6 months  
Position: Call center and collection representative

#### Doit Compay

- Working for Doit for a year, it's a job

#### Owner of the White Smile Company

- Owner of the White Smile Company for shipping and electronic marketing from 2021 to 2022

#### Accounting office

- Work in a legal accounting office, Mr. Khaled Darwish, for accounting, from 2021 to 2023.

#### Mosahamet El-Behera

- Worked for the Buhaira Joint Stock Company for Land Reclamation affiliated to the Ministry of Agriculture since July 2022 until now

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## EDUCATION

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**Bachelor of Commerce, Cairo Higher Academy, Mokattam - 2022**

**Bachelor of Commerce Accounting major**

**Very good estimate**

## SKILL HIGHLIGHTS

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- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused
- Lorem Ipsum is simply dummyg
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## LANGUAGES

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- Arabic – C1
- English – A2

## CERTIFICATIONS

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- Programming Languages: **Word , EXCEL, POWERPOINT, PHOTOSHOP , JAVA, MySQL.**

## Courses

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- Course ICDL at center Al shams
- Cours H.R