



# MENNA EL-GHEETY

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📍 Alexandria  
43 Nasr Street , Bahary

## ✈ Skills

Microsoft Office  
Communication Skills  
Time Management  
Ability To Handle Multiple Task  
Problem Solving  
Organization  
Teamwork

## 🎯 Objective

Looking for a competitive work environment to full fill make the most of my experience where i can develop my potential & grow the institution

## 📁 Experience

- **Dental Life** *January - 2019 -*  
Admin  
Inquire about the patient's complaints *September*  
Book doctors' appointments *- 2019*  
Organize the center appointments
- **Alexandria Company For Pharmaceuticals& Chemical Indutriess** *March - 2020 -*  
Admin  
- Dealing with queries on the phone. *November - 2022*  
- Organizing office tasks; managing diaries and scheduling meetings.  
- Arranging meetings between respective managers and representatives between Alexandria, Kafr Elsheikh and Behira.  
- Receiving samples from representatives and arranging needed reports for each.  
- Monitoring daily reports and arranging sales reports for each representatives in different regions.
- **Elite Academy Swiming , Qatar** *February - 2023 -*  
Admin  
Preparing, organising and storing *August - 2023*  
information in paper and digital form  
Dealing with queries on the phone and by email  
Greeting visitors at reception  
Managing diaries, scheduling meetings and booking schedules  
Maintaining office systems  
Liaising with suppliers and contractors  
Liaising with staff in other departments, e.g. finance, HR

## 🎓 Education

- **Faculty Of Commerce , Accounting Department** *2018*  
Bachelor  
Good

