**Lamiaa Adel Khamis  
  
5st Omar abn elkhatab ,terea, ElTalbia\_ Giza\_ Haram  
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Email:lamiaaadel29@gmail.com**

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| **JOB OBJECTIVE** |

Seeking a challenging position in a Multinational or Regional Organization my skills can be fully employed and further developed.

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| **EDUCATION / DEGREES** |

Bachelor, Faculty of Arts, Arabic Section, Ain \_Shams University, Total Grade ***Fair*** (2012) .

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| **QUALIFICATIONS AND CERTIFICATES** |

**Word ,Excel and PowerPoint.  
Experience:  
 1\_Training:  
 \* Al Aharam Newspaper: Electronic press and printed Editions (2011).   
 \* Sadah elbalad Newspaper : Electronic press and printed Editing Arabic language scripts (2012).  
 2\_COURSES:  
 \*General English course from AUC at 2016.  
 \*Arabic professional grammars lectures at Ain \_shams university.   
 \* Waiting to hold certificate to HR diploma from American university in Cairo (AUC) in 12/2017  
 - STRATEGIC MANAGMENT.  
 -RECURITMENT AND DEVELOPMENT.  
 -COMAPENSATION AND BENIFITS.  
 -TRAINING  
 -EMPLOYEES RELASTION AND LABOR LAW.**

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| **WORK EXPERINCE** |

**\* IP SOS Co**: Call Center Agent From 2012 to 2013  
 **\* AWE (IRS) Co**: Call Center Agent and Data Entry from Sep 2013 to May 2014  
 \* **Lycee El Horreya Schools**: Teacher from Sep 2014 to Mars 2015**.  
 \* Veiled Model**: Freelancer at 2014**.**

**\*Mora company : Hr assistant from Sep 2017 to Jan 2018.**

**\*Vodafone Egypt :Retail from Sep 2018 till now).**

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| **SOFT SKILLS** |

adaptation, hard worker, problem solving, fast learner, creative thinking, communication, presentation, teamwork, time management and leadership.

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| **LANGUAGES AND KNOWLEDGE** |

**Arabic:** Mother Language.

**English:** good write and spoken.

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| **PERSONAL DATE** |

**Date of birth:3/8/1991.  
 Religion: Muslim.  
 Marital status: Single.  
 Gender: Female .  
 Nationality: Egyptian.  
 Hobbies: Shopping ,Running, Drawing, and cooking**