



Shereen Mohammed Ismail

Executive Secretary and E-Marketer

Obour City, the neighborhood, the youth housing, in front of
Al-Yasmeen Center

01551178252 bebo.shery@yahoo.com

EXPERIENCE

- **Tamima Tourism Company** 2013 - 2016
Reservation Responsible
I worked in the field of booking airline tickets and hotels and online marketing for the company's page
- **Military Production Training Sector** 2016 - 2018
Staff supervisor assistant
I worked in the field of supervising the workers and providing a weekly inventory of tools and equipment and the inventory of the monthly fingerprint with the collection of the salaries of the workers
- **Alphaston for grinding and packing calcium carbonate** 2018 - 2022
Executive secretary
I worked in the field of an executive secretary, organizing the agenda for employees, fingerprinting with a weekly inventory of the factory, following the company, and submitting a monthly sales report. I worked in the field of advertising on the official website and an account assistant in a report

EDUCATION

- **El Shorouk Academy** 2010 - 2013

Bachelor of Media

Media graduate from the International Higher Institute for Media, successively to Al-Shorouk Academy, Department of Marketing Public Relations, with a grade of good.

SKILLS

| | |
|------------------------|--------------|
| ● Microsoft office | Proficient |
| ● adobe | Advanced |
| ● communication skills | Proficient |
| ● Galileo and Adamius | Advanced |
| ● secretary Marketing | Proficient |
| ● An introductory prog | Intermediate |

LANGUAGE

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|-----------|------------|
| ● English | (Advanced) |
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INTEREST

- in the field of technology
- Marketing and development field
- Graphics

HOBBY

- reading
- Cooking

- Draw

PERSONAL DETAILS

- Gender : Female
- Date of Birth: 30.09.1991
- Nationality: Egyptian