

FATMA GOMAA MOHAMED

Contact

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Date Of Birth :

29/11/1992

Marital Status:

Married

Languages

Arabic: Mother Tongue

English: Good Speaking and
Written

Objective

Seeking a challenging job opportunity in a reputable company where my academic background and interpersonal skills are well developed and utilized.

Education

Economics and Political Science – 6 October

Skills

Computer Skills:

- Good knowledge of MS, Internet, Word, Excel, Powerpoint

Personal skills:

- Ability to work under pressure
- Excellent communication skills
- Ability to solving problems

Experience

- **2020 - until now – Modern Company**

Secretary & Work as Customer Service Assistant and answered phone and assisted customers with initial inquiries and Performed basic data entry for online customer database. Established trusting relationship with customers.

- **2017 - 2019 – LG Company**

Secretary and follow up and develop the company's update the sales and customer's websites, update the sales and customer database, write letters and report, receive complaints and resolve them as soon as possible.

- **2014 - 2015 – Ranen Company**

Secretary & Customer Service