

# Tasneem Ibrahim

Mobile: +20 1157057997

Email: tasneemibrahim61299@gmail.com

Address: Alexandria, New hadara, El mohandseen district, Egypt .

## About me:-

Seeking a challenging opportunity in a well-established organization where my educational background can be applied and further developed.

## Computer and soft skills:-

- Microsoft Office (Word, Excel, PowerPoint, Visio).
- Leadership skills.
- Team work.
- Ability to Work under pressure.
- Problem solver.
- Well organized.
- Ability to learn new technologies and techniques.

## Work experience:-

### ➔ Human Resource "Manpower Planning" (2022 to 2023) :

- Experience in making decisions.
- Active participation in and contribution to the maintenance of "ISO 9001/2015" certification during reviews from consultants and "ISO" certification donors.
- Gaining skills and experience as a result of participating in meetings and preparing studies regarding functional structures and job description.
- Work on the "DMS" program to record incoming and outgoing correspondence.
- Working on Multi Media programmes.

## Education:-

- Faculty of Arts, Alexandria University Anthropology, department

**Grade:** Good.

**Graduation year:** (2022)

- Human Resource diploma at the Arab Academy for science, technology and maritime transport. (10 may, 2023 : future)

## Language:-

**Arabic:** Mother tongue.

**English:** Good command of writing, speaking and listening.