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# Hayam Ibrahim Abd El-Maboud Abdo

## **Personal Information**

Date of Birth: 25-12-1991.  
Marital Status: Married.  
Nationality: Egyptian.

## **Objective**

Seeking a position at a reputable company where my experience could be well utilized and developed.

## **Education**

Faculty: Commerce – Accounting Department.  
University: Ain Shams.  
Grade: Good.  
Graduation Year: 2012.

## **Work Experience**

- Administrative Assistant – Information System in AL Tadamun Microfinance Foundation. (Dec 2017: Now)
- Marketing Specialist in EL Araby group.
- Customer Service Agent in Orange Egypt.

## **Training And Courses**

- 1-ICDL (Misr Academy)
- 2-Presentation skills (New Horizon Academy)
- 3- Communication skills (New Horizon Academy)
- 4-Customer service training (Alison Academy)

**Computer Skills**

Microsoft Office  
Softex.  
Oracle.  
Siebel

**Skills**

Excellent communication and presentation skills

Fast learner, willing to take instruction.

Ability to work individual or as effective member in a team.

Have the willingness to work over time.

**Languages**

English: very good.