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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.