

# Islam Gamal Ezz Al-Arab

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Address: Abbas Al Akkad, Nasr City, Cairo, Egypt

## Objective

Seeking a challenging position where my skills in administration, customer service, and data management can be effectively utilized and further developed.

## Work Experience

Supervisor & Assistant Manager – Brand Fried Chicken (2023)

Managed team coordination, operational planning, and workflow organization.

Sales Associate – Italian House Clothing Brand (2021)

Provided customer service and supported sales operations.

Cashier & Assistant Director – The Food Lab (2020)

Handled customer transactions and assisted in managing work organization.

Customer Data Officer – Easy Pay Financial Company (2018)

Managed customer records, tracked issues, and provided solutions professionally.

## Education

Bachelor's in Administrative Information Systems

New Cairo University, Graduation: 2022 | Grade: Acceptable

## Computer Skills

- Proficient in Microsoft Excel

## Personal Skills

- Excellent communication and interpersonal skills
- Teamwork and coordination
- Time management and prioritization
- Problem-solving and analytical thinking

- Creativity and innovation
- Professional appearance and behavior
- Presentation skills, stress and decision management

### **Courses and Training**

- Excellent in Microsoft Word, PowerPoint, and Outlook

### **Languages**

Arabic: Native

English: Good

### **Personal Information**

Marital Status: Engaged