***NADA HASSAN***

***SECRETARY***



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# **EDUCATION INFORMATION'S**

 ***\*BACHELOR OF ARTS AND EDUCATION FROM SEP 2018 – to MAY 2022.***

* Arabic department.
* Grade: Very good.

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# **CURRENT STUDYING PROGRAM**

* English conversation.
* English public speaking.

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# **SECRETARY SKILLS**

* Organization.
* Written communications.
* Attention to details.
* Customer service abilities.
* Fast typing.

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 **COURSES & TRAINING**

* How to be HR – Training by Ahmed Akel.
* English course in creative courses academy.
* ICDL course – Online study.
* Training course in executive secretarial and office management - Ibhar Center.

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**PERSONAL SKILLS**

* Communication skills.
* Problem-solving.
* Time management.
* Self-Motivation.

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# **COMPUTER SKILL**S

* Microsoft excels.
* Microsoft word.
* Data entry.
* Search online.
* Email communications.
* Social media.

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**OTHER INFO**

* Marital status: Married**.**
* Nationality: Egyptian
* **Last update 26/8/2023**

