



# Aml Mahmoud Ahmed Adam

101 Saif ALyazl ST, Elwardian, Alexandria

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## Personal information :

Date of birth : 22/12/1992

Age : 31

Gender : Female

Religion : Muslim

Nationality : Egyptian

Marital Status : Single

## Objectives :

I'm Looking For Job to develop my professional experience to join a reputable organization that 'll meet my expectations, to get experience, and eventually get promoted in the organization structure to the level that I deserve and meet my ambition.

## Education :

- Bachelor of Management Information Systems, B.H.I Academy

Year of Graduation : 2015.

- Fashion Designing Diploma at Creative Courses.
- Fashion Designing Diploma at Noqoush Academy.
- Fashion Designing Course at Italian Fashion Academy.

## Courses and Training :

- **International Computer Driving License (ICDL)** From ( 31 Jan 2016 to 31 May 2016)
- **Commercial Excel** From ( 2 Jul 2016 to 27 Aug 2016 )
- **Attended a work shop on ( Small Projects )**
- **At Alexandria Business Association** Feb 2019
- **Online course on Marketing and Small project** Mar 2019

## Abilities :

- Excellent on Word, Excel and access.
- Excellent on using internet and Web applications.
- Very good on English
- Good at Team work.
- Working Under Pressure.
- Strong decision maker.
- Complex problem solver.

## Experience :

09/2015 to 10/2016

### **Teacher Primary stage**

- Motivating and learning students.
- Support Them.
- Having experience at Teaching methods and learning
- Kids.

07/2017 to 01/2018

### **Customs Clearance Assistant at Sea Master Office**

- Customs operations.
- Dealing with customs employees.

10/2019 to 12/2020

### **Instructor at Creative Courses, Creative Courses Center Alex**

- Instruct Fashion Designing, Patron, Mannequin formation, Finishing Courses.

05/2019 to 08/2022

### **Accountant and Store manager at EIALAMIA FOR TRADE AND DISTRIBUTION**

- Secretary and Managerial Accounting.
- I was promoted to office administrator.
- Very good at call center.
- Excellent at dealing with customers.
- Work under pressure.
- Excellent at word and Excel.
- Data entry.

## Highlights :

- Results-oriented.
- Revenue generation.
- Business development.
- Effective marketing.
- Operability and commitment.
- Ability to motivate staff and maintain good relations.
- Resistance to stress.
- Good manners.