



**Omnya Sha'ban Aly Mohammed**

**Date of birth: 1/4/1994**

**Place of birth: Cairo**

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**Address: Ain Shams. Cairo**

**Education :**

**Graduation from Al Azhar University in Cairo**

**Faculty of Education**

**Rate: Good**

**Experience :**

**One year call center in Resala Charity Organization .**

**Two years experience in real estate sales from  
1/11/2017 to 30/11/2019 .**

**Three years experience managing a company  
recruiting workers abroad from 15/12/2019 till Now .**

### **Functional tasks:**

- Preparing reports and submitting them to management .
- Scheduling and organizing appointments and working to solve problems, if any .
- Knowing how do medical examination for travelers
- Preparing papers and passports to enter the embassy to grant visas .
- Knowing the approval of contracts from the Ministry of Manpower .
- Good knowledge of company management and employee scheduling.
- The ability to conduct interviews for employees and prepare the necessary.
- Sorting the CVs of applicants to travel abroad and presenting the best of them to the administration.
- Good knowledge of making funded ads on Facebook and managing the Facebook page.
- Attending management meetings and working to implement all required for the benefit of the workflow in the best way.

### **Skills :**

- English: good.
- EXCEL and WORD : good.

### **Interpersonal skills:**

- Searching
- Team work Co-operation
- Discipline
- Reading
- Negotiation .