

# Ahmed Hefnawi Abozaid

Secretary &  
Administration



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☎ 01000636712 -  
01123406289

📍 Awseem - Giza

📅 15th January 1978

🇪🇬 Egyptian

💍 Married

🏠 done

## PROFILE

Dear Sir,  
I have pleasure in attaching herewith my curriculum vitae, which presents my educational background, work experience and knowledge.

I am confident that given the opportunity in your esteemed organization, I will be able to impress you with my best ability to perform to high professional standards.

I look forward to hear from you  
Thanking you,

Yours  
Ahmed Hefnawi .

## SKILLS

computer, Internet . ● ● ● ● ●

customer services

Word, Excel . searching, working  
under presser

## PROFESSIONAL EXPERIENCE

**Dar AL Fouad Hospital, A secretary of administration support and special programs department**

2001 – 2006 | 6 oct, Giza

1- As A secretary of administration support and special programs department .

2- Ward clerk supervisor:

Arrange their schedule, their work, and their attendance.

3- Operators (front Office) supervisor:

Arrange their schedule, their work, and their attendance

**U.I.C, Field Manager**

April 2000 – May 2001 | Giza, Egypt

As A manager of group of salesmen to sell translation states such as ( Atlas & Franklin

**United Textiles CO, Quality Assurance charge**

2006 – 2011 | Giza, Giza

**Elomda Glass Factory,**

**Executive Secretary and Export Responsible**

2011 – 2017 | 6 oct, Giza

**Pharmacy, Pharmacist assistant**

2017 – 2023 | Oseem, Giza

## LANGUAGES

English  
c2.4+

