

Diana Atif

Personal Information

Date of birth: 16-6-1988
Nationality: Egyptian
Address: 1 Damietta st from Saad Zaghloul st, Mania Elkamh – Alsharkia., Zagazig
Phone number: 01226473747
Email address: diana.atif16@gmail.com
Marital status : Single



Work experience

05/2016 – 03/2021
Zagazig, Egypt

Executive Secretary Pharma overseas company

- Supervised and scheduled office activities
- Directed office communication
- Maintained office records
- Responded to public inquiries
- Provided administrative support to executive staff
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- Managed office in absence of executive
- Organized and coordinated office operations and procedures
- Developed and implemented office systems
- Supervised and trained office staff
- Created and maintained filing systems
- Answered and directed phone calls
- Prepared reports and presentations
- Handled customer inquiries and complaints

Education

09/2005 – 05/2009
Zagazig, Egypt

Commerce | Acceptable Zagazig university

09/2014 – 06/2015
Zagazig, Egypt

General Diploma in Education | Very good Zagazig university

Skills

- LANGUAGE SKILLS

Arabic



English



- COMPUTER SKILLS

Microsoft office



Word



Excel



PowerPoint



Outlook



SAP GUI for Windows

