



Sara Abed Ali Hussein

Exeuctive Secretary

Contact Information

01010230713 

Saraabedali86@gmail.com 

Egypt • Cairo 

36 years, Married 

Educational Qualification

Bachelor of Arts Department of Psychology

University : Girls College Ain Shams University

Graduation Year : 2008

Grad : Good

Languages

Arabic



English



Training Courses

- ICDL

Interests and Hobbies

- Reading
- Sports
- Tavel

interpersonal skills

- Work under stress.
- High leadership skills.
- Neat and good looking.
- Hardworking.
- Sociable and communicative.

Educational Qualification

EL madain for construction & foundation.

2009 - 2020

Position : Exeuctive Secretary

- Data Entry.
- Save files and make housing.
- Organizing appointments with clients.
- Opening insurance files for specified contracts, and determining the number of determinants in documents related to extracts.
- General Of AL- Masry Car for Construction and Building

Orient for Construction and Real Estste Development

2020 - 2023

Position : Exeuctive Secretary

- Data Entry.
- Save files and make housing.
- Organizing appointments with clients.
- Opening insurance files for specified contracts, and determining the number of determinants in documents related to extracts.
- General Of AL- Masry Card for Construction and Building
- Writing contracts and bank letters , sending e-mails.
- Security approval renewal .
- Licenses and renewal of cars.