

Personal Data:

Name: Nancy Waheed Namroud Fakhry.

Address: 5 Ebn-El Hakm st, Moharm Bek, Alexandria

Nationality: Egyptian.

Tele: 03 / 3920784.

E-mail: nosaawaheed@gmail.com.

Mob: 01202485208 .

Date of birth: 14/08/1998.



Education:

- Faculty of Arts, Alexandria University.
- Department of Sociology.
- **Year of graduate:** 2021.
- **Grade:** Fairly good.

Language:

- **Arabic** : Mother tongue.
- **English** : (Good) (Writing – speaking – conversation).

Computer Skills:

(Word – internet - Excel).

Courses:

- Workshop leader.
- Photoshop.

Work Experience:

- A nursery school teacher from May 2017 to August 2018.
- Secretary and telesales at Thomas Technology Company for the sale and maintenance of photocopiers and inks from 7/2018 to 6/2019.
- Secretary, telesales and office manager of Al-Raiey Company for Integrated Advertising Services from 7/2019 to 2/2022.
- I am currently working at an insurance services company as a secretary and reviewer since March 2022.