



Cairo, Egypt

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## *Amira Mohamed Aly*

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### Objective

Looking for a good position in a good company where I can apply my training , studies , interpersonal and communication skills .

### Education

University: Ain shams

Faculty : Arts

Grade : pass (2005)

University: ou.cu.edu

Faculty : Commerce

### Personal information

Date of Birth: 1 Jan. 1985

Nationality: Egyptian

Religion: Muslim

Social status : Married

### Languages

Arabic mother tongue

Good command of English

## *Personal Qualifications:*

Fast learner  
Active and enjoying team work

## *Interests and Activities*

Reading.  
Internet search.

## *Computer skills*

Good knowledge of internet activities.  
Excellent knowledge of windows (XP).  
Good knowledge of Microsoft Office (Word – Excel – Accesses – power point – Outlook).  
Good knowledge of program accounting activities (infinity).

## *Certifications credential*



## *Professional Experience*

*1 – Arabia Star*

*from 2009 to 2017*

Arabia Star Established in 2006 One of Cargo Freight Forwarder companies are works as General Sales Agent (GSA / GSSA) for International Airlines ,( locally and internationally ) to Import and Export ( ECAA ), IATA,FIATA, EIFFA & ISO by TUV.

*Objective*

*\* General Accounts , Administrative Affairs and Director of the Office*

## *2- International trading and distribution*

*Once group of Rashdeen Egypt co.*

*From 2006 to 2008*

### *\*Head quarters (Information technology)*

#### *Objective*

##### *\*Calculation main for (ITDC)*

Following the invoice with means of communication and DESL co. handling with my company

*EX : ( TE- DATA - RAYA - ADDTECH )*

##### *\*Training the staff*

Assistance with in change of the apply my training of program accounting activates (Infinity) .

### *\* Agency (Sanita Neil)*

#### *Objective*

##### *\*Sails analysis*

Linking sales budget between (salesman - customer - stock on hand) to know how-far  
Is to perform success for company target  
The way to apply my training of program accounting activates (Infinity)

##### *\* Stock control*

Watching for the stock control to published and incoming and impaired to comparison  
between sold quantity .

##### *\* & customer serves*

To hotline between customer and my company to success teamwork .

*3-Areeg for Air-condition co.*

*from 2004 to 2006*

*Objective.*

*\*Sales manger & chief of stock control*

*4- American express Bank*

*from 2002 to 2004*

*Objective*

*\*Sales*

**Sales out door for personal lone and credit card**