MAHMOUD
HAMED

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OBJECTIVE

I studied at the Faculty of Law, Helwan University, and graduated in 2019, and worked in more than one place in administrative positions, and gained a lot of experience and learning in computer programs, the Internet, and functional and administrative skills, and I love learning and reading in all fields and gaining more experience and read about 100 book and summary in more than field

I got training in computer skills, negotiation and effective communication, and I got a training course in project management, marketing, sales, data analysis

EDUCATION

Bachelor's degree | I studied at the Faculty of Law, Helwan University, graduated 2019
Training course | in project management professionals from diplomatic center
Training course | in data analysis from institute of management professionals

EXPERIENCE

Administrative assistant | DAR ALELM FOR MEDICAL SERVICES
2023 – 2024
Data entry | DAR ALELM FOR MEDICAL SERVICES
2021 – 2022
trainee employee | GOVERNMENTAL JOB
2020 – 2021
Training in sales and customer service in more than one place
2019 – 2020

SKILLS

- Computer and internet
- Communicating with others, listening, speaking, teamwork, and self-control
- Data entry
- Supervision and management
- sales

- Problem Solving
- Finding solutions and innovation
- advanced in English
- Data analysis
- Icdl and Microsoft office