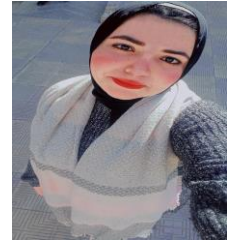


Nayera Mahmoud Abdelfattah Ali



Fresh Graduate Profile:

- **Date of Birth:** 1/2/1999
- **Address:** 31 El-Shafey Street EL-Kebrtage – Helwan, Cairo.
- **Phone number & WhatsApp Contact:** 01066907212
- **E-Mail:** Nayera.mahmoud.73@gmail.com

Nationality: Egyptian

Education

- **Bachelor's degree in foreign languages and translation – Misr University For Science and Technology**
 - Major: German language
 - Second: Turkey language
 - Graduation Project Grade: Excellent (A)
 - Graduation year: May 2022
 - Grade: (Very Good B+) with GPA: 3.350

Training and Courses Experience

- ICDL Course.
- General and Conversational English Courses 2019.
- Human Development 2016.
- German language course 2021:2022.
- Worked as HR administrator at Raya company .
- Worked as HR administrator at Exceed company.

Language

- **Arabic:** Native
- **English:** Fluent B2
- **German:** B1

Computer and internet skills

- ✓ Excellent knowledge of Windows operating systems (XP, 7,10,11).
- ✓ Excellent in using **Microsoft programs (Word, Excel, PowerPoint)**.
- ✓ Excellent in using the internet and web applications.
- ✓ Excellent in Quick and accurate typing.

- **Soft and Technical skills:**

- | | |
|-------------------------|-----------------------|
| - Analytical skills | - Attention to detail |
| - Communication | - Work ethic |
| - Leadership | - Resilience |
| - Commercial awareness. | - Teamwork |
| - Empathy | - Discipline |
| - Negotiation | - Persuasion |
| - Critical thinking | - Confidence |
| - Multi-tasking | -Time Management |