



# AMIRA RAMADAN MOHSEN

Secretary/administrative assistant

Seeking a position to begin my career in a high-level professional environment.

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📍 Sidi Bishr Qebli, 592  
Zamzam Street, next to  
Al-Sadaqa Mosque,  
Building No. 30

Date of Birth: 1998/10/15

Nationality: Egyptian

## EDUCATION

### Bachelor of Law

Faculty Of Law Arabic  
Dept. 2021.  
Alexandria University

## LANGUAGE

Arabic: Native

English: Good

## COURSES

English Course,  
Harvard business center  
2021/2022

## WORK EXPERIENCE

December, 2021 - Present

Royal Educational Center

Secretary/administrative assistant

- Answer and direct phone calls from parents, teachers and students.
- Registering student information and making reservations for their courses.
- File and update contact information for students.
- Creating receipts for reservations throughout the day and submitting them to the accountant department.
- Respond to phone inquiries and provide assistance if needed.
- Preparing papers for teachers and distributing them to students and Assist teachers with various tasks.
- Make sure classrooms are safe and ready before classes start.
- Respond to inquiries as an admin on the social media page and group.

## SKILLS

- Microsoft office.
- Good deal with internet, E-mail and computer and social media.
- Ability to work under pressure.
- Quick learner.
- Firm but kind personality.
- Team-work oriented.
- Good time management.
- Written and verbal communication skills.
- Attention to details to ensure all specifications are met.