

MARIAM MAGDI MOHAMED

OPERATIONS COORDINATOR



ADDRESS

El Mokattam, Cairo, Egypt



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EMAIL

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Looking for a challenging position in a reputable organization to expand my learning, knowledge & skills.

PERSONAL DETAILS

Date of birth

2/11/1998

Nationality

Egyptian

Marital status

Single

EDUCATION

Bachelor

- Fac. of Commerce English
Section Ain Shams University
Accounting Depart 2021

- Graduated fm **French School**
Saint Vincent De Paul Helmiyah
Guedida 2017

WORK EXPERIENCE

- **Softtrend It Solutions Co.**
 - Sales Account Executive
May 2023- October 2023 (05 months)
 - Telemarketing Executive Agent
November 2022-April 2023 (06 months)
- **Ulemt Marketing Service Co.**
 - Data Entry Specialist
May 2022-I October 2022 (05 months)
- **Egypt Gate Travel Co.**
 - Operations Coordinator
December 2020 -April 2022 (01 year & 05 months)
 - Data Entry Specialist
June 2020 – November 2020 (06 months)

INTERNSHIPS

TRAINEE

Banque Misr /June 2021 / Cairo

Online Internship in Banque Misr for 1 Month

SKILLS

Excellent working with **CRM System**

Excellent working with **STS System**

Very Good Communication Skills

Very Good Working wit **Microsoft Office Programs** (Outlook, Word, Power Point, Excel)

Ready to work in a team.

Good Time Management ,
Prioritization & Multitasking
Abilities

LANGUAGES

Arabic : Native

English : Very Good

French : Very Good

COURSES

SAFETICA (DLP)
Softtrend / October 2022

SOPHOS FIREWALL
Softtrend / August 2022

FORTINET ANTIVIRUS & FIREWALL
Softtrend / June 2022

KASPERSKY ENDPOINT SECUTIRTY CLOUD
Softtrend / June 2022

KASPERSKY ENDPOINT SECURITY FOR BUSINESS
Softtrend / June 2022

**ENGLISH COURSE (INTERMEDIATE (2) CONVERSATIONPROG
RAM) .**
British Council / July 2018

FRENCH CERTIFICATE OF LEVEL B2 (DELF B2)
French Cultural Centre / August 2016

EXTRA-CURRICULAR ACTIVITIES

Volunteer to Eradicate Illiteracy
Ain Shams University / January 2021 - April 2021 / Cairo

Participation in Volunteer Work to Eradicate Illiteracy for illiterate Individuals for 03 months.

Accounting Principles Delegate
Ain Shams University / March 2018 -June 2018 / Cairo

Accounting Principles Delegate at "Our Vision" Student Activity for 03 months.

Volunteer in Filling Ramadan Boxes
Resala Charity Organization / Cairo

Participation in Volunteer Work to Fill Ramadan Boxes.