



# Nada Khaled

18Alzahar St. off Hosam Bassiony st.-Block#51Zone#18 - 9th District –Nasr City,  
Cairo, Egypt.

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## Objective

Looking for a challenging career opportunity in the field of Administration in a well-established Company to plan, organize and implement an appropriate administrative program in a suitable work environment and to improve my knowledge, skills and utilize interpersonal skills.

## Education

- I Graduated from **Hafez Ibrahim Experimental Language School**.
- **Bachelor of Arts in History**, "Faculty of Arts, Department, of History ", Cairo University, 2018.
- **Educational Diploma**, " Faculty of Education", Alazhar University, 2019.
- **Grade: Good**

## Experience

- Working in Marketing from 2020-2021.
- **Name of company: Sakr Doors**
- **Job Title:** digital marketing

## Scholarships

### Fundamentals of digital marketing

**"Self-paced learning & Recognized certification"**

#### Course contents:

Content marketing	Display advertising
E-commerce	Email marketing
Business strategy	Analytics and data insights
Social media	Web optimization
Local marketing	SEM - SEO
Mobile	Video

## Special Skills

### Language Skills

- **Arabic:** Mother tongue
- **English:** good

### Computer Skills: good

## Personal Skills

- Ability to learn new tasks quickly
- Energetic, enthusiastic, resilient and diplomacy
- Creative, self-motivated and reliable
- Effective, efficient planning and multi-tasking person
- I can meet dead-line and results oriented ahead of schedule

## Personal Information

- Date of Birth: 1/10/1996
- Marital Status: Single

**References Furnished Upon Request**