

Maha Hamdy Ahmed Abdulrahim

14 St Abdulhamid Badawy - Heliopolis- Cairo

Mobile: +201090779953

Email: Mahahamdy1989@gmail.com



Objectives:

Seeking a challenging career opportunity related to my field of study & Experience, within a well-established firm & international organization to Enhance & develop my skills with the opportunity to grow.

Personal Details:

Date of Birth: 01/08/1989

Marital Status: Single

Languages known Arabic and English

Academic Qualifications:

- trading Diploma, (D) mark, 2007

- Student at the Faculty of Commerce, Ain Shams University (second year)

Academic achievements:

- Professional development skills, platform Edraak (2019)
- ICDL, platform Edraak (2019)
- customers service, platform Edraak (2019)
- first aid, platform Edraak (2019)
- Third place in motorsport competition (red bull car park drift 2013)

EXPEIENCE:

- Arabeety Magazine Advertising Coordinator	2007
- Ganzory Hospital Reception of the Department of Ophthalmology	2008
- Dorrah Specialized Eye Center Accountant	2009
Customer Service	2010
Receptionist	2011-2015
- Specialized Eye Center Receptionist	2016-2021
- Watany Eye Hospital Receptionist	2021-2022
- Royal El Hegaz Medical Center The manager is an administrator & Receptionist	2022- Until now.

SKILLS:

- Expert of computers (Software & Hardware).
- An examination of the field of vision.
- Establishment of internal networks.
- social media marketing
- Microsoft Office

PERSONAL SKILLS:

- Ambitious & willing to learn.
- Expert negotiator
- Handling problems
- Work as a team player or individual.

References:

Available Upon request.

Tank you