

**Name: Mona Ashraf Abd EL Shafy Basher.**

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**Objective:**

- *Aspiring for a job in a growth oriented organization, where my recruiting experience and organization skills can be used for making a positive contribution in the human resources department by putting in maximum efforts.*

**EDUCATION:**

- *Bachelor of Law , Helwan university 2017 .*

**Computer Skills:**

- *MS Windows 7 & 10 .*
- *MS Office (word – Excell – PP).*
- *Data Entry.*
- *Information Management.*
- *Email Management.*
- *Digital Calendars (Google – Outlook – etc ).*
- *Social Media Management.*

**Personal Skills:**

- *Communication Skills*
- *Ability to work under stress*
- *Adapt quickly with working condition .*

### **Language Skills :**

- *Arabic " Mother Tongue"*
- *English "Good" ( written and read )*
- *German "Good" (written and read)*
- *French "Good" ( read)*

### **Work Experience:**

- *Lawer at Magdy Abu EL-Atta & Partners Law firm (from 15 may 2022 – 8 Dec 2022).*
- *Lawer at Real estate company " CAL-Pacific Egypt" ( from 4 Feb 2022 – 10 may 2022 ).*
- *Lawer at " MEAMAR EL WADY " Company (Establishing).*
- *Lawer in training at Mohamed Maher Law firm ( from 28 OCT 2020 – 5 JAN 2022).*