

# AMIRA MOHAMED NAGUIB

Madinet el-Abtal for Armed Forces  
Officers, 15th of May City, Helwan 🏠  
+20 10 105 419 92 📞  
amiranaguib88@gmail.com ✉



## PERSONAL INFORMATION

Date of birth: 3/11/1991

Nationality: Egyptian



## EDUCATION

**Bachelor of Commerce, Accounting Department/Faculty of Commerce |  
Ain Shams University**

JULY 2014

OVERALL RATING: Good



## EXPERIENCE

**Sales Representative | Suez Canal Insurance Company**

JAN 2015 – JAN 2016

**Office Director | Legal Adviser Office**

JAN 2016 – MAY 2017

**Archive documents Department | Al Ahli Bank of Kuwait**

JAN 2018 – JAN 2019

**Archive documents Department | Emirates NBD Bank**

JAN 2019 – JUNE 2020

**Document and Records Management | Ahli United Bank**

JUNE 2020 – OCT 2020

**Document and Records Management | Administrative Control Authority**

NOV 2020 – JULY 2021



## SKILLS

- ICDL
- Excellent knowledge of internet-based applications
- Work under pressure
- Fast data entry
- Good interpersonal relationships
- Hard worker
- Ability to work in any environment with a good team



## COURSES

---

- International Classification Course
- English Language Course
- Microsoft Office (Word, Excel, Access)



## LANGUAGES

---

English: Good

Arabic: Native