



Nessma Sharaf

Contact

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Address

Bakous, Alexandria, egypt

Education

- Al Raml Secondary School
- Faculty of Arts -
Anthropology department
(2021)

Computer Skills

- ICDL
- Microsoft word
- Fast typing skills (High
speed writing : 350 cpm
and over)

Soft Skills

- Flexibility
- Organized
- Critical thinking

Experience

• Secretary in Psychological Academy (2019-2021)

- answering calls, taking messages and handling correspondence.
- typing, preparing and collating reports , answering inquiries from visitors and callers , Manages and updates academy calendar.
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments

• Typist and secretary at academy of commerce and ICDL courses (2022- may 2023)

- Transfer data from paper formats into digital files .
- Copied and scanned over 80 of material course per day.
- Repaired copy machine and scanner as needed to save the academy repair cost
- Transcribe documents from dictated tapes.
- Edit completed work for grammar, spelling and punctuation.
- Scan and print files, as needed
- Gather and organize typing material

Volunteering Experience

• Volunteer at Ohana Anthropology Team - Faculty of Arts (for 3 years)

- Assisting the subject professor in registering the names of the examining students.
- Organizing students' entry and exit during oral exams.
- Help students, parents and guardians sign in and out of college.
- Setting training questions for each subject for students before final exams (by Microsoft word).
- First Year Students Reception and Introduction to College and Department.
- Responding to students' and parents' questions during the academic year.

Language

Arabic: native language

English: good writing and speaking