



# Nirmeen Shehata Rezk

## Contact

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## PERSONAL INFORMATION

- Date of birth  
23 - 02 - 1990
- Marital status  
Married
- Religion  
Christian

## OBJECTIVE

I am seeking for joining a challenge job in a progressive organization, which I can be best utilized according to my abilities performance efficiency.

## Work Experience

October 2011 — December 2013

### RIZ group - Cairo

Customers service department

- Follow up on customer complaints daily, if any, and help solve them
- Communicate with customers to explain new offers and follow up on them
- Reviewing customer contracts with the company

January 2014 — February 2018

### RIZ group - Cairo

Orange Express department

- Responsible for sales in one of the Orange branches
- Follow up the branch stock to ensure permanent availability of products
- Providing direct services to customers within the branch

## Education

September 2008 — May 2011

### Ain Shams University - Cairo Governorate

Bachelor of Arts

- Bachelor of Arts "History section"

## Languages

English — intermediate

## Additional Skills

- I have the ability to work good individually and in a group
- I have the ability to learn new skills in short time
- Flexible and have ability to work under pressure
- I Have " Project Management Skills & Strategic planning skills & Good interpersonal skills & Time Management skills And Good communications skills "