



Sara Saied Mohamed

Semoha, Alexandria

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **Leo print** 2021 - 2022
Call Center
- **Manna Patisserie** 2012 - 2020
Branch Manager
- **Notebook Company** 2008 - 2012
Sales Manager

Education

- **Pharos Institute of Advanced Studies, Department of Computer** 2008
Computer Diploma
Excellent

Skills

- Computer skills (Microsoft Word, PowerPoint, Excel, Access, windows 7, Internet explorer IT)
- Soft skills (Presentation-Teamwork- Problem solving-Creative thinking- Communication-Time management- Goal planning-Crisis management- Responsibility-Negotiation -Planning-Public speaking)
- Other Skills (Data entry- Content writing- Project management and leadership, Human resources)

Languages

- Arabic (Native)
- English (Fluent)

Certificates

- **English from the American Council Egypt**
 - Excellent in Reading, Writing and Speaking
- **Human Resource managements from the British Academy**
- **ICDL from the British Academy**