

Yosra Hafez Amen Hafez
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- **Objective:**

Seeking an opportunity to gain experience in a professional and entrepreneurship environment where I can gain experience and develop my interpersonal and technical skills.

- **Education:**

Bachelor of arts, Department of Sociology ,2019-Alexandria University
All over grade (good)

- **Training:**

Rsala Association (2017-2018)

- **Courses attended:**

ICDL

- **Language:**

Arabic (Mother Tongue)

English (Good reading , writing and speaking)

- **Experience:**

I worked as a secretarial and customer service in an abedos maritime company from August 2019 to September 2023 .

Responsibilities:-

Follow up emails

Follow up with clients

Data entry and document saving

Organizing appointments and meetings

- **Personal Data:**

Date of birth: 1/5/1996

Marital Status: Single

Nationality: Egyptian

Gender: Female