



Marwa Abdeen Nazif

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6th of October City, El Motamez District

Objective:

Seeking a challenge opportunity as HR specialist and seeking to gain experience and proving my skills. Also I seek to stability in my career & get promoted faster in a large organization like yourselves.

Education:

Business Management and HR Diploma ,Cairo University, 2023

Graduated from Faculty of Arts, Greek and Roman Department, Alex University, Class 2015

Work Experience:

HR at IDH Company from Jan 2023 till March 2024

Senior Receptionist at Almokhtabar Lab from June 2019 till March 2024

Data Entry at 6th Of October City Authority (project from February 2019 to May 2019)

Secretary at Canal Factory for Plastic (March 2018 – January 2019)

Team Leader at WE (Telecom Egypt) (May 2017-February 2018)

Customer Service Representative, Vodafone Store (September 2016-April 2017)

Secretary at Master Builders Company for Trading & Constructing. (April 2015-July

2016)

Training Courses:

HR Course at HR Experts

English Course at IBI(International British Institute),2013

Italian Course at Alexandria University,2013

Greek and Roman Course at Alexandria University,2013

Microsoft Office Course

Skills:

Languages:

Arabic: Mother Tongue

English: Very Good written and spoken

Italian: Good written

Greek And Roman: Good Written

Computer:

Office program (word, Excel and internet access)

Personal Information:

Date of Birth: 29/09/1992

Marital Status: Single

Personal features:

Time Mangement

Problem Solving

Work under pressure

Team player

Hard worker

Self-motivation

Fast learner

Organization

Communication

All reference will be available upon request