

# Asmaa Ragab Ahmed Mohamed

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[Asmaragab989@gmail.com](mailto:Asmaragab989@gmail.com)      Alexandria, Egypt

## Work experience

-Secretary at Emar Misr. (Nov 2021 –Dec 2022)

Scheduling clients appointments.

Recording data on excel program and making reports.

## Education

Bachelor degree in space from the Faculty of Arts, Alexandria University.  
(Sep 2017 – May 2021)

## Internships

-Secretary at Emar Misr. (Nov 2021- Feb 2022)

-Trainee at Alexandria water company. (Sep 2020-Oct 2020)

Trainee at Talaat Moustafa for construction. (Sep 2020-Oct 2020)

-Trainee at The Arab Contractors. (Jul 2021-Aug 2021)

## Languages and skills

-Fluent in Arabic (Mother tongue)

-Good knowledge of English

-Communication skills

-Flexibility and adaptation skill

