**THURAYA IBRAHIM SAYED GHALLAB**

Address: Giza - Egypt

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### **Career Biography & Objective**

I am aiming to become an effective key member in a multicultural environment where I can develop my skills and qualifications while contributing to the growth and success of the organization as a whole.

**Personal Information:**

* Date of birth : 18/12/1994
* Place of birth : UAE - Dubai
* Marital Status : Single
* Nationality : Egyptian
* Religion : Muslim

**Educational Attainment:**

* Faculty of Arts
* 2017
* Cairo University.
* Department of Sociology

**Language Skills:**

* Arabic: Mother tongue
* English: Good
* Germany: Fair

**Professional Skills:**

* Public relations and good communication skills

**Computer Skills:**

 Good knowledge of the following:

* Excellent knowledge of (Windows, Excel, Word, Power point, and Internet)
* Using computers, managing files and surfing the internet.

 **Work Experience:**

* **Telecom\_ egpyt**

**Nov 2018 till now**

**Position : sales**

* **Duites&perpondibilities**
* **Send and received E-mails**
* **Sell landline , recharge card and internet packages**
* ** Customer services**
* ** Solve any customer problem or enquiry.**
* **OPTIC CENTRE – Egypt**

March 2018 till sep

Position:Sales Assistant

**Duties & Responsibilities;**

-Deal with the customer

-Sale glass and contact lenses

-Fix glass and help customer to wear contact lenses

**Our Vision  \_ Egypt**

 (March – June)     2016

Nature of Business: Human Resource Manage**ment Course.**

**Duties & Responsibilities;**

* + Studied the HR Process.
	+ Interviewing the new candidate.
	+ Training for candidates

**Personal skills:**

 Problem solving ability.

 Excellent interpersonal and communicational skills.

 Willingness to learn.

 Team facilitator.

 Commitment to timely deliverables, ability to manage a team.

 Ability to different working environment.

 Willing to work long hours

**Any references are available upon requests.**