

Shimaa Kamal Kamel
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OBJECTIVES:

I am looking forward to be Sales or Administrative in a fast paced environment, utilizing exceptional negotiation, troubleshooting, and problem resolution skills to handle high volume inbound customer , and to provide high quality customer service to the public, with time management and strong organizational skills where I can apply my experiences, my education and skills.

EDUCATION:

Student in the Fourth Year of the Faculty of Higher Institute Of Media and Communication Arts, Culture & Science City.

Department: Press.

Grade: Very Good.

Academic Year: 2020-2021.

WORK EXPERIENCE:

Title: Sales & Admin Assistant.

Four months.

Company: Multi Information Systems.

SKILLS:

- Microsoft Office.
- Patience.
- Work under Stress.
- Communication & Organization.

LANGUAGE SKILLS:

Arabic: Mother Language.

English: Good.

References furnished upon request