

# Reham Medhat Sedeek



## About Me

**Objective:** seeking a job where my skills and experiences level up and develop  
**place of birth:** Giza  
**Date of birth :** 21/2/2000  
**Nationality:** Egyptian  
**Marital status:** Single

## Education

**University:** Ain-Shams university  
**College:** Faculty of law  
**Grade:** good  
**Graduation year :** 2022

## Experience

**\* Receptionist and customer service with three years of experience .**  
**Experience in database management and data entry. Proficient in MS Office, client relations, and office organization.**  
**Besides working on the Nebras system and also the Millensys system**  
**Highly organized Customer Service Representative with 3+ years in a fast paced environment. Skilled in resolving customer complaints, processing orders, and improving customer satisfaction.**

## Contact

**✉ Elbelloura@gmail.com**  
**📍 4 Jamea Ibn Al-Waleed St., off Al-Madrasa Street bolak, giza**  
**☎ 01221997064**

## Skills

### Personal

**Ability to learn new techniques and work under pressure -problem solving skills - social communication skills**

### Computer

**Good knowledge of installing computer software**

**Good ability of using microsoft word and Excel**

**Good ability of using internet ,microsoft**

## Language

Arabic	Professional level
--------	--------------------

English	very good
---------	-----------