

TOQA MEDHAT EZZ-ELDIN

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OBJECTIVE

Utilizing and enhancing my skills and qualification through a big organization which encourages continuous and development of its employees and through which I can interact and work efficiently in a dynamic environment of prove myself.

EXPERIENCE

JAN 2018 - PRESENT

PROCUREMENT OFFICER, ABU DHABI COMMRCIAL BANK - EGYPT

- Market Survey to get at least three quotations.
- Processing Tender for main projects.

OCT 2016 – DEC 2017

TRANSLATOR, CHINESE RADIO

- Translate series and cartoons.

EDUCATION

2012 - 2016

BACHELOR'S DEGREE, FACULTY OF ATRS - CAIRO UNIVERSITY

- Major in Chinese Language Department.
- Minor in Literature.
- Graduated with Good Grade.

COURSES

- Microsoft Excel 1 and 2 (Egyptian Banking Institute)
- Banking Systems and Operations Framework (Egyptian Banking Institute)

SOFT SKILLS

- Team-working
- Dealing with deadlines
- Presentation and Communication skills
- Customer Focus
- Time Management

LANGUAGES

- **English** (very good command)
- **Chinese** (good communicator)
- **Arabic** (mother tongue)

PERSONAL DATA

- **Date of Birth:** 12 FEB 1995
- **Marital Status:** Married
- **Nationality:** Egyptian

All Reference are Available under Request