

# Mariam Wagdy

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Phone : 01203088771

## Date of birth

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16-8-1997

## Education

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Bachelor of laws - Helwan University - 2021

## Work experience

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Dream for desktop gadgets

1-9-2021 — 30-11-2022

Sales admin

- Handle questions or complaints
- Collect payment on overdue bills by informing customer of their debt
- Track customers to know their needs on an ongoing basis

## Languages

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English and Arabic

## Skills

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Computer skills (Windows, Word and Excel)

Customer service

Ability to multitasks

Fast learner

Attention to details

Problem solving

Time management

Organizational skills

Communication skills

Self motivated

Creativity

Able to learn new skills

## Hobbies

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Reading, Drawing and Listening to music

