

ESRAA KABARY ABDO

OBJECTIVE

I am a fresh graduate from faculty of arts, Psychology department. Seeking a job as a customer representative, human resources officer, administrator. to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

EDUCATION

Faculty of arts, Psychology department, Alexandria University.

2019/2020

BA

Grade: Pass

EXPERIENCE

Pharco pharmaceutical

9/2019 - 10/2019

Tranee

Customer service training

- 1. Serves customers by providing product and service information and resolving product and service problems.

Human resources and administrator training

- 1. Supporting the development and implementation of HR initiatives and systems
- 2. Providing counseling on policies and procedures
- 3. Being actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.

CONTACT

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12 El samlihy st, El Bitash, Agamy, Alexandria.

SKILLS

Microsoft office

ICDL

Hard working

Dedication

Communication skills

CERTIFICATES AND COURSES

ICDL certification

LANGUAGE

Arabic

English

PERSONAL DETAILS

Date of Birth : 9/11/1997