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## ABOUT ME

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

## SKILLS



## EDUCATION

### Bachelor of Art in Philosophical Studies

University or College Name

2009YY-2013YY

Overall Grade: Good

### Egyptian National High School Degree

Belal Secondary for girls School

2006YY-2009YY

Overall Grade: 84.9%

## EXPERIENCE

### Data Entry

PEPSICO / 6<sup>TH</sup> of October/ March 2018 - Present

- Calculate production line efficiency & prepare downtime reports.
- Assisted with various HR functions
- Reporting attendance for all operators on an HR-related program
- Support shift leaders in scheduling shifts for operators.

### Philosophy and Psychology Teacher

Sina Language School / Hadayek El Zatoun / 2016YY-2018YY

Gaber El Ansary Language School / Hadayek El Zatoun / 2014YY-2016YY

- Create lesson plans and modify accordingly throughout the year
- Ensure that all students fully comprehended the taught curriculum and provide support to students who required extra guidance

### Languages

- Arabic: Native
- English: Superior