

PERSONAL INFORMATION



Rojena Nady

✉ rojenanadysh@gmail.com

☎ 01226305395

Address

6 Roushdy St ,Tomanbai , Elzayton, Egypt

Date Of Birth

20/9/1993

Cairo

Nationality

Egyptian

Gender

Female

Civil Status

Single

STUDIES AND EDUCATION

Commerece & Business administration, Helwan University

| 2012 – 2017

WORK EXPERIENCE

, Sales in company of Cosmatics

, Call Center in Wasla Vodafone

, Technical Support in Exceed Arabic Account

, Teacher in Kids Academy Nursury

Teach (English,Arabic,Math)

, Administrative Secretary at Secretariall Office

, Administrative Coordinator at Digital Connection Company (DCC)

| 2019 – 2023

Make invoices after electronic Bill

Dealing with the customer until receiving the goods

Follow up the needs of the company and employees

Responsible for recording attendance and departure dates, permissions and vacations for employees

COURSES

Job Search

psychology

Human Development, Helwan University

ICDL

Online English Courses

Technical Courses from my last job

Computer Skills

LANGUAGES

English

Medium