

# CV

## Personal Data:

- Name: Sara Radwan Mahdy
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## Qualifications:

- CRM – 2024 ( Customer Relationship Management )
- ICDL – 2019 ( Word , Excle , PowerPoint , Access and Windows Skills )
- Graduation – 2017, 2018: Faculty Of Commerce Benha University

## Work Experience:

- 2023-2024: Work as Public relations officer at Abidose Company for Artificial intelligence
- 2022-2023: Performing public service
- 2020-2021: Worked as Secretary at Chartered accountant office
- 2019-2020: Worked as an accountant at Chartered accountant office

## Work Skills:

- Guest reception , communicate with companies , Taking and organizing appointments , organizing meetings , Summing up meetings , Tracking and summing Emails and Arranging and Classifying papers
- Collection Companies Data their IT techniques (Used apps – Security Sestems – Storing Systems etc.....) Managers Conacts and Arranging Deals
- Marketing programs and arranging deals
- Working on Odo CRM

## Other Skillles:

- Reading , Writing and Speaking English ( lvl 7 – B1 ) / Studying Spanish Language ( lvl 2 )
- Punctuality and attendance / Public speaking / Writing literature and poetry
- Measuring performance and compance and comparing it with competitors
- Work under pressure / Ability to negotiate / Taking responsibility ( seriousness and discipline )
- Flexibility ( the ability to adapt to different work conditions and the ability to change for the better )

