



# Salma Hisham Ahmed

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## Objective

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To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Experience

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- Youth Development Center, First Settlement** Jan.2016 - Sept.2023
  - Customer service
  - Data entry
  - Review and update members data
  - Ability to negotiate with the client
  - Training new employees on the basics of work
- Sidra Al Muntaha Center for People with Special Needs** Feb.2017 - Dec.2017
  - Psychologist
  - Skills development activities for kids
  - Assistant teacher
  - Follow up swimming training and Gym with the specialist
  - Monthly report on the child 's development
- Foodstuff company** Feb.2016 - Jan.2017
  - Date entry specialist
  - Data entry
  - Register customer data.
  - Entering product data and prices.
  - Follow up on the stock status of goods.
  - Sales data entry

## Education

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- Ain shams University** 2015
  - Bachelor of Arts in Psychology
  - Good

## Skills

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- Team working
- Supervising junior staff members
- Data entry
- Organisational skills
- Telephone manners
- Time management
- Interpersonal skills : Having the ability to communicate and interact
- Negotiating effectively

## Personal Details

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- Marital Status : Married
- Nationality : Egyptian
- Religion : Muslim
- Gender : Female

## Languages

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- Arabic
- English