

samar negm zidan

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Summary

methodical data expert with experience handling high volume requests demonstrates precise system navigation and accuracy to archive results . skilled in customer service, also i have the excellent ability to organize and prioritize my workload

Skills

Customer service, Time management, Communication skills, Appointment Scheduling, Administrative Experience

Experience

Altadamune microfinance foundation | el dokki

Data Entry Operator | 02/2017 - 10/2023

i have worked for 7 years as a portal and loan reference.

building a customer database.

customer loan review.

Piraeus Bank | cairo, masr elgdida

Coordinator Customer | 01/2014 - 02/2017

- answered mailed, emailed, telephoned and in person requests for service and information.
- managed deadlines and progress across team Socialite project delivery within stipulated timelines.
- managed smooth operations and communicated timely updates to coordinate administrative activities.
- successfully managed and coordinated team of 12 employees .

Education

graduated social service el fayoum university fym