

# **Doaa Mohamed Ebrahim Mohamed**

**Address:** 10<sup>th</sup> of Ramadan city district 19 building 139 Alsharqia, Egypt

**Mobile:** 0543728779

**Phone :** 01020456797

**E-mail :** baba.etsh89@gmail.com

## **Personal Details:**

- **Nationality:** Egyptian
- **Gender:** Female
- **Date of Birth:** 11/11/1989
- **Place of birth:** Cairo
- **Marital status:** married
- **Religion :** Muslim

## **Education:**

**High school:** el azhar foad khames

**University:** higher tecnology institute

**Bachelor's degree of Faculty of economi English Section, Higher Technology Institute**

- **Major:** Economics and political science
- **Year of Graduation:** 2012
- **General grade:** very good

## **Skills:**

### **Languages**

- **Arabic Native Language**
- **English Good**

### **Computer skills:**

- Microsoft Office (Excel- Word- PowerPoint)
- Excellent user of internet
- ICDL

**Personal skills:**

- Interactive and fast enough to learn new technologies and sciences.
- Ability to work in a group or individually according to job requirements.
- Ability to work under pressure.
- Advanced research ability.
- Time management skills.
- Highly communication skills.
- Accurate and honest.
- Hard worker and organized.
- Problem solving.

**Internship:**

- ✦ Completed training in Misr for Clearing Depository and Registry .
- ✦ Completed training at HR department at EPICO Company (in 10<sup>th</sup> of Ramadan city).
- ✦ Completed training at Spanish Company for General Supplies ( in 10<sup>th</sup> of Ramadan city ).

**Work Experiences:**

○ ( Social media moderator )

- At Islamic course for children
- At I'm Responsible course for kids

1. behaviors trainer in Life Makers

Association in 10<sup>th</sup> of ramdan

2. Teach draw and art for kids in Life

Makers Association.

3. Worked online for making handmade things for many years.

4. Worked at Amex Acadmy as a secretary.

5. Worked at Spanish Company for Genral Supplies.

6. Worked at vodfone as call center and sales .

7. Worked at Dr Wafaa Center for Physical Therapy as a Recptionist .

8. Social media moderator for many pages and groups for clothes and accessories

9. Owner of talya children's clothing store for 5 years

10. Working sales for 7 years in many stores

11. Worked at edu castel nursery as Receptionist

12. Worked at kaymn hasnan for sales and modrtor for coruses and study quran.

13. Worked at sips schools for art teacher

#### Job duties

- Answer customer inquiries about products and follow up with him.
- Follow up orders with the shipping company and track shipments.
- Convincing customers of products and increasing sales to achieve target.
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