

# Maha Saad Abdul Aleem Mohamed

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## PERSONAL STATEMENT

Gender: Female  
Date of Birth: 1/2/1990  
Place of Birth: Cairo, Egypt  
Marital Status: Single

Looking Forward To Prove My Self, Start a New Career , Be Irreplaceable and reach my goal no matter what .

## WORK EXPERIENCE

- From June 2011 – December 2013
- Administrator At UniFast Integrated Solutions Company
- It was a small Company specialized in Audio visual Products
- I was Responsible for Handling Customer By Mail, Phone and Face to Face , Arranging Meeting , Handling Schedules , Daily Documents Creation , Trips Full Arrangements Accounting Functions and Help Company legal accounting to Finish Budget . .
- From April 2014 – August 2014 ,
- Customer Service Agent At Vodafone , Schengen Visa Account ,
- I was Trained as Customer Service Agent and My Duties Were: Handling Customer Calls , Sending Mails , Inform Customers About Required Documents and fill Data System .
- From March 2015 \_ January 2016.
- Worked As Customer Service Representative At Raya Corporation For Etisalat Emirates Project ( English Account )
- My Duties were: Handling Customers via Phone, Troubleshooting, Fulfil Customer's Needs, fill data system and Handling Customers Complaint.
- Finally From February 2016 \_ February 2017
- Worked As Customer Service Agent At Etisalat Misr (Directory Account) In Smart Village.
- It was A new Account about to be Launch
- My Duties were: Handling Customers via Phone, Reserve Their Movie Tickets and Preferable Seats and fill Data system.
- Then I began a freelance job , Making Accessories (Beads & Pendants) & I began working with Epoxy , But Egypt economy not stable so I needed a job next to my hobbies .
- I Began Working as HR Coordinator ( Personnel Department ) At Quality Standards For Information Technology – Part of Alkan Holding From 1-8-2022 Till 30-6-2024

## EDUCATION

- School: El Farouk
- University: Cairo University
- Degree: Bachelor of Commerce
- Class: 2011

## PERSONAL INTERESTS

Colouring – Reading – Decorating – playing Games – Making Accessories – Using Epoxy\_ Cooking \_ Solving Riddles & Mind Games \_ watching movies & TV Series .