

Egyptian
 Egypt - Cairo - Shobra El Kheima
 01-01-1990
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AHMED KHAMIS

Public Relations & CEO Assistant

SOCIALMEDIA

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 01003806865

PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge & my Life in general so always do my best

EDUCATION

09-2009 → 05-2013
Banha University - Egypt Arts - Media Dep.

Work experience

2015 → 2016
Mobinil
Customer Service & Public Relations
Handling Customer & solve any problems
Data Entry , analysis & Public relations with Clients

12-2016 → 12-2017
El-Reda Trade
Administrative Assistant
Food stuff Company's Supervisor
Administrative assistant to the Manager
Dealing in& out doors with clients

01-2018 → 12-2019
Rani Drinks
Public Relations & Manager Assistant
Responsible of all papers work
Recieve & deliver all e-mails
Administrative assistant to the Manager
Dealing in& out doors with clients

01-2020 → present
Begad Company
Ceo Assistant
Responsible of all (papers work - Hnadling Clients -
Meetings in & out doors
Being with my Ceo in every deal & meeting
Recieve & deliver all e-mails
Administrative assistant to the Manager
Dealing in& out doors with clients

PERSONAL SKILLS

- ✓ Networking, negotiating, and problem-solving skills
- ✓ Excellent conceptual and analytical skills
- ✓ Able to work on my initiative or as part of a team

- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Analysis and Decision-Making skills

SOFTWARESKILLS

Microsoft Power Point	★★★★★☆☆
Microsoft Word	★★★★★☆☆
Microsoft excel	★★★★★☆☆


LANGUAGES

English	★★★★★☆☆
Arabic	★★★★★☆☆

HOBBIES


Reading


FootBall


Music , Voice
Over &
Dubbing


Cars

TRAINING COURSES

- ICDL - Banha University (2010)
- English - Unix Academy (2022)
- Digital Transformation - Unix Academy (2022)