

C.V



Name: Eshraq Ayman Abo ElAzaiem Hassan

Religion: Muslim

Date of birth: 23/3/1996

Marital Status: Married

Nationality: Egyptian

Languages: Arabic, English

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Educational Qualifications:-

Qualifications: Graduated from Faculty of Agricultural Cairo University Biotechnology English program with (C+)-Year 2016/2017

-Training Courses:

Courses in HR from Oxford University and Intlaqah Academy

Courses in customer service

Courses in OTC

Courses in preparing and designing of mind maps

Courses in Medical Analysis from Edmore University and future Nexus Academy

Certification of attendance bio fans conferences

Certification of organization the 3rd international conference of African Research & Studies Institute, Cairo University

Executive Secretary and high office management course from MTCV & Ministry of Social Solidarity

Skills

1- Language skills: -

- 1- Arabic: Mother language
- 2- English: Very good

2- Computer skills: -

Computer OS & Data processing:

- 1- Able to work on Microsoft Office Word
- 2- Able to work on Microsoft Office Excel
- 3- Able to work on Microsoft Office Power Point
- 4- Able to work on Microsoft Office one Note
- 5- Able to work with Android, iOS systems

3- Personal skills: -

- 1- Ability to work in team
- 2- Organized
- 3- Leadership skills
- 4- Multi-tasking
- 5- Communication skills

Experiences:-

1. full year experience in the 3 branches of laboratory diagnosis and medical analysis from future Nexus Academy. Training course
2. I worked at the laboratory in Theodor Belharce institution. For 3 months (Mar 2015:Jun 2015)
3. I worked as an assistant of PR manager at Intlaqah Academy. for 6 months (Jun 2015:Jan 2016)
4. I worked as a Vice of the Executive Director at Intlaqah Academy. For 6 months (Jan 2016 :Jun 2016)
5. I worked as pharmaceutical Dr. at ELADAWY Pharmacies. For 6 months (Aug 2017:Jan 2018)
6. I worked as a secretary of the board director at air-conditioning company. For 6 months (Jan 2018: Jun 2018)
7. I worked as an official follow-up maintenance at air-conditioning company. For 6 months (Jan 2018:Jun 2018)
8. I worked as medical analysis Dr.at ElRazi clinics. For 6 months (Jan 2018:Jun 2018)
9. I worked as executive secretary at Life Trade-Egypt Company. for 16 months (Sept 2018:Jan 2020)
10. I worked as CEO secretary and office manager at United Group. For 6 months (Jan 2020:Jun 2020)
11. I worked as a social media moderator at your parts company. For 1 year (Jun 2020:Jun 2021)

Great honor to be a member in your teamwork