

Amira Farag Said
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CAREER OBJECTIVES

To establish a fulfilling career path within the real estate industry by joining a reputable company and contributing to its success through dedication, hard work, and a commitment to excellence.

PERSONAL INFO

Social Status: Single

Birth Date: Feb 1993

Address: Bolaq ElDakrour - Giza

EDUCATION

Bachelor of Commerce

Faculty of Commerce, Cairo University

Accounting major

Graduation Year: 2017

General Grade: **Good**

RELATED COURSES

ICDL Course" self-learning on YouTube , May 2022

Learn How to Learn Course" Almentor (online), Aug 2023

Mastering Effective Communication skills Course" Almentor (online), Aug 2023

Work Ethics Course" Almentor (online), Aug 2023

Time Management & Organization skills Course" Almentor (online), Sep 2023

Microsoft Excel for beginner Course" Almentor (online), Oct 2023

Learn How to Learn Course" Almentor (online), Aug 2023

Work Experience

Orange Company Jan 2017 –Dec 2021:

Call Center representative from 2017 to 2019

Hot survey under the management of Orange from 2019 to 2020

Assistant on floor from 2020 to 2022

Khattab Hospital from 2013 to 2017:

Receptionist

Work as a doctor's assistant

Director of the Office

Fagala Company from 2022 until now:

Operation and pricing

Customer Service

Administrative assistance

COMPUTER SKILLS

Good Command at Microsoft Office

Very Good at the use of internet, Search engines

LANGUAGE SKILLS

Arabic language: Mother tongue

English language: Very Good

(Writing, Reading, and Speaking)

PERSONAL SKILLS

Handling of angry customer

Leadership Skills

Negotiation Skills

Great communication skills

Ability to work individually and in a team

Problem solving skills

Self-motivated

Highly organized, Enthusiastic, Helpful and able to