

Nermeen Saad Ibrahim

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Date of Birth: 7/5/2000

Location: Alexandria

## Objective

Highly organized and self-motivated Law graduate with strong administrative skills and excellent command

Seeking an Admin position to contribute to organizational success through efficient support and coordination

## Education

Faculty of Law, Alexandria University

Graduation Year: 2022 | Grade: Good

## Work Experience

- Trained in a law firm
- Teacher in a language school (Alex West School)
- Worked online

## Skills

- Responsibility
- Self-motivated
- Quick learner
- Time management
- Strong communication skills
- Highly organized
- Flexible
- MS Office (Word, Excel, PowerPoint)

## Courses

- ICDL (Good in using Microsoft applications: Word, Excel)
- MOS (Microsoft Office Specialist Certification)
- ABA (Small and Craft Projects)

