

Samar Adel Hamed Mahmoud

Personal Information

- **Marital status** : Single .
- **Nationality** : Egyptian .
- **Birth Date** : 16/4/1987 .
- **Place of Birth** : Giza .
- **Phone** :01152103065

Education

- **2008 – 2011**
- **Bachelor of Commerce**
- **Faculty of Commerce**
- **Cairo University**

Professional experience

- **** October 2017 : Till now** Cairo Education Institute.
Administrative Affairs Officer and Data Entry
- **** October 2015 : October 2017** El-HADI Company for employment.
Receptionist , executive secretarial , data entry
- **** October 2012 : October 2015** Rawafed El-Nile for employment .
Receptionist, executive secretarial and data entry.
- **** January 2012 : till September 2012** Ema pool for swimming pools.
Accounting Manageress.

Languages

- **Arabic** (Mother Language)
- **English** (Good Read .Write)

Computer
Course

- **ICDL Training Course .**
 - **Accounting Training Course for qualification for the labor market .**
 - **(Certification of good grade) Commercial Institute**
 - **Ms-Office (Word, Excel, Power point and Outlook) Xp &7 .**
 - **Introduction & Microsoft Windows 7 .**
 - **Microsoft Word 2007 .**
 - **Microsoft Excel 2007 .**
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