

Engy Mahmoud Eissa

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Summary

An Administrative Specialist, first I graduated from Cairo university faculty of Arts Department of Sociology. I developed many skills, the most important of which are communication and Time Management that's helped me to deliver a complete project in all its aspects I'm trying to stay up to date and I am always excited to learn more!

Education

Cairo University, Bachelor's, Arts

Sept 2013– May 2016

Experience

Ministry Of Youth and Sports

Specialist Administrative

Cairo, Egypt

Nov 2017 – May 2023

- *managing events*
- *Write project documents*
- *making letters to send to universities*
- *communicate With the Chief and Vice Chief of the University*
- *Communicate With Students to Inform Them of Important Instructions*
- *Organize Zoom meetings with vice Chiefs of universities*
- *Organizing conferences to attend important people*
- *Assist new volunteers*

Volunteer

Nov 2016 – May 2017

- *Communication with Universities*
- *Handling different Presentation and Letters*

Projects

The most important Projects I worked on

- **العابرة للجامعات**
 - مشروع العابرة للجامعات بالتعاون مع قناة القاهرة والناس
- **بداية حلم**
 - مشروع بداية حلم برعاية حرم فخامة الرئيس عبد الفتاح السيسي
- **ابداع للجامعات والمعاهد العليا**
 - مشروع ابداع للجامعات برعاية فخامة الرئيس عبد الفتاح السيسي
- **اكاديمية ناصر للعلوم العسكرية العليا**
 - قرصات اكاديمية ناصر للعلوم العسكرية العليا

Skills

Proficient: communication, Leadership, creativity, writing, computer skills like Office, Problem Solving,