

Nourhan EL Sayed ABD Allattif Mohamed

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PERSONAL INFORMATION

Date Of Birth : 16/1/1997

Nationality : Egypt

EDUCATION

2015 -2020

B.A.OF MEDIA & MASS COMMUNICATION

The Higher Institute for Media and Communication Arts, 6th of October, CAIRO.

Graduation Project is "Campaign for the Grand Egyptian Museum". Grad: GOOD

PRACTICAL EXPERIENCES

- Nov2017 - Oct2020

Receptionist & Marketing in Laboratory

- Dec2020 - Apr2021

Receptionist in women Gym

- May2021 - Sep2021

Assistant For a Lawyer

- Oct2021 – Jan2022

Accounts & Receptionist in a Freight forwarding company

- Feb2022 – Mar2022

Tele Markting in a medical device company

- Apr2022 UNTIL NOW

Executive Secretary at Osoul Investment Company

SKILLS

Languages

- **Arabic:** Mother tongue.
- **English:** Good command in both written and spoken English.
- **Windows, Word, Excel, Power Point and Internet Applications.**
- **Workshop in the Radio Presentation**

PERSONAL SKILLS

- **Capability in identifying problems, analyzing the symptoms and reaching root causes, in addition to articulating and organizing thoughts and solutions to address the arising problems in a timely and optimized manner.**
- **Actively identifying new areas for learning and building own skills such as creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application and maintains composure in highly stressful or adverse situations.**

REFERENCE

Introduced upon request