**Summary**

Experienced secretary and office manager with skills in administration, booking, and coordination. A great communicator with

a passion for maintaining open lines of communication and establishing a healthy, welcoming workplace.

* Answering Phones
* Agenda setting
* Booking appointments
* Managing clients and customers
* Taking minutes
* Office management

**Skill Highlights**

|  |  |
| --- | --- |
| * Office Management * Strong decision maker * Complex problem solver | * Financial Reporting * Spreadsheets & Data Entry * Payroll Administration |

**Experience**

1. **Secretary & Receptionist at international control system**
2. **Receptionist at jewel alnasr**
3. **Sales at El Horreya Travel**

**Education**

Bachelor Degree in: **Business Administration**- 2017

**Egyptian E-learning University (EELU)**

**Training & Internships**

* **Trained at company Egypt air, department general administration the financial.**

**Period between 29/1/2017 even 28/2/2017 par excellent**

* **Trained at company general petroleum, department financial accounting.**

**Period between 2/8/2015 even 13/8/2015 par excellent**

* **Booking flight Tickets at CITICO Travel**

Contact

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**Phone:**

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**Date Of Birth:**

**17/3/1996**

**Languages**

**Arabic – excellent**

**English – good**

**Shahenda Adel Ahmed**