

Amira Ibrahim Fathy Ismail

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Education

- **Cairo University** Class of 2019
Faculty of Law
Good

Experience

- **3enmistr News** January 2023 - Untill Now
Social media
- **Elrabie Elaraby** June 2022 - November 2023
Social Media
- **Misr Mubashr** September 2023 - November 2023
Social media
- **Social insurance** December 2019 - November 2020
Public service at Legal Affairs
Secretariat, writing letters on the computer, organizing, arranging and preparing various files and records

Courses

- English for the Workplace from future learn
(4 weeks)
- . Human Resources Management at Whale Academy
(29/11/2021 to 15/12/2021)
- . Training course in contract drafting at Cairo university
(8/10/2018 to 10/10/2018)
- . Training course in legal cadres at Youth Council
(17/9/2018 to 24/9/2018)
- . English Course at first Academy, 12 levels general English with very good degree
(August 2017 to August 2018)

Skills

- . Quick learner
- . Hard worker
- . Problem solving
- . Able to handle team work
- . Able to adapt quickly to different environment
- . Excellent interpersonal communication skills

Computer Skills

- . Word
- . Excel
- . Access
- . Power point
- . Photoshop

Languages

- Arabic (Mother tongue)
- English (Good)