

# Abdallah Reda Abdelmeged Saffan

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## Personal Data:

- Date of Birth : 4/ 3 / 2000
- Nationality : Egyptian
- Gender : male
- Marital status : single

## Job Objective:

Seeking to kick-start my career. I chose to apply for this job, because I believe the role will act as a perfect transition from student to professional. Seeking a suitable position that utilizes my computer skills, language skills, communication skills, fulfills my personal ambition and enhances my knowledge.

## Education

- Studying Business Information Systems Department From 2018 Until now at Tanta University
- Graduation project about Neuromarketing

## Internships

- Training at **Banque Misr** **(From 01/09/2022To 31/09/2022)**  
I trained in the customer service department and learned some basic skills on how to deal with customers, organization and accuracy in performing the required tasks.

## Extracurricular and volunteer Activities

Participate in Technology Innovation & Entrepreneurships Center (TIEC). Ideation workshop  
Participate in program to develop skills from the Ministry of Youth and sports and UNICEF .  
-Employability Skills Trak From ASPIRE

## Courses

- 2019 - Microsoft Office Specialist (Word, Excel, PowerPoint, Outlook)
- Basics of Human Resource Management with Some basics of Management

## Skills

- language Skills
  - Arabic: - mother tongue.
  - English: Good
- Computer Skills:
  - Very good user of Word, PowerPoint, Excel, Outlook
- Personal Skills:
  - Organized, Flexible, Self-motivated
  - Able to work under pressure
  - Able to work in a group or individually according to the job requirements
  - Multitasking skill