

Islam medhat Mohamed fawzy

Address: October 6, the fifth district, the first contract of the first neighborhood. Street 44 Building 208

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Career Objective:

Seeking a challenging position in my field, that gives me a chance to continuously develop my skills, and a chance for using them and interact with people of diverse backgrounds which qualifies me to achieve my goals.

Educational Background:

- Degree: information systems
- Faculty/University: alZarqa university, 2010
- Specialization: Higher Institute of Computer and Department Administration
- Overall Grade: very Good

Work Experience:

9 years experience

- **hr specialist** at international food products factory in 6 October city
- **data entry specialist , digital marketing and receptionist**

at contracting and real estate development company in mohandesen

Skills:

- icdl course (ms office (word – excel – power point)
- digital marketing and data entry
- Proficiency in the use of social media sites and the ability to make ads
- hr specialist skills :

(Managing the monthly payroll process) , (doing interviews for applicants and review their cv and choose the right one)
(signing up the employee vocation) , (encouraging employees to give the best)
(recording the attendance and departure of employees through the fingerprint device)

Languages :

- English Perfect command of both written and spoken.
- Arabic, Mother tongue.

Interests

- Reading novels, playing football and traveling.

Personal Information:

- Date of Birth : 13/6/1989
- Marital Status :Married
- Military Status : Exempted.
- Nationality : Egyptian