

Shimaa Mamdouh Mohamed Abdel Razik

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Objective:

I'm seeking to get suitability job for my qualifications and my personal skills, as well my technical skills accuracy in the fields of Accounting & Management

Education:

Bachelor of Commerce Ain Shams University- Egypt, Year 2021

- Major: Accounting
- Grade: Good 75.77%

Work Experience:

- ❖ Telesales , Sales in Maxevia "MAX GYM" Feb 2022: till now
- ❖ Secretariat at Al-Bandari Educational Center Oct,2021

Internships:

- ❖ Training telesales in Wasla (ISON) outsourcing Vodafone Dec 11: 21/2021
 - Online training Bank Misr Jun, 2021
 - Online training Bank Misr Sept, 2020
- ❖ Trainee in Bank Misr at Nile branch Summer internship Aug, 2019

Volunteer Activities:

- ❖ Online marketing for courses in Anwar Resala team at Helwan branch From Nov2020: till now
- ❖ Karate coach in Al-Zahraa Nasr City From Aug, 2017: To July 2019

Courses and Workshops:

- Workshop in Sales at UCCD- Ain Shams (Online) Aug, 2021
- Training course for Business at Innovegypt program (Online) Sept, 2020
- Emotional intelligence course on Edraak (Online) Aug, 2020

Skills:

Language skills:

- Arabic: Mother tongue
- English, Writing: Good.
Reading: Good
Listening: Acceptable
Speaking: Good

Computer skills:

- ICDL, Word Excellent.
Excel: Good
Powerpoint: Good

Personal skills:

- ✓ Active listening
- ✓ Problem Solving
- ✓ Logic analyzer
- ✓ able to adapt easily
- ✓ Time management

Interests:

- ✓ Fashion, Social media (Facebook- Instagram -Twitter).
- ✓ Reading and Writing,
- ✓ Listen to music (rap, romantic, dramatic) - Watch movies (Thrills and suspense, romantic).

Personal Data:

Date of birth: 5/7/1999

Marital status: Single.