

Curriculum Vitae

Nada Tarek Said Abo El-kheir.



- **Career Objective:**

- Looking for Full time job in Human Resource department as I have much experiance in Human Resources filed, Public Relations, and Marketing filed.

- **Responsibilites and duties:**

- Acting as team leader by breifing, and motivating team members to acheive, improve performance, develop thier talents, and respect other members of the team.
- Task and time orianted of any tasks, and deliver it to the manger incharge.

- **PERSONAL Details:**

- Nationality : Egyptian.
- Date of Birth : Septamper 30, 1995.
- Address : Haram
- E-mail : nadatariiq@gmail.com
- Marital status : Single.
- Mobile : 011 267 88 500.

- **Eductation:**

2017 - Bachelor's degree ,Faculty of Arts, English section, Helwan University.

2016 - Usher in International English Conference of Vision of Change in Helwan University.

- **Professinal Experience:**

- **September 2017 till present:** Technical support excutive at Convergys Company under Acanac.
- **June 2017:** Customer service excutive at Convergys Company under booking.com project.

- **Voulentering Experience:**

March 2016: Usher at International English Conference of Vision of Change in Helwan University.

I volunteered to be participate in a student activity 'Be Positive' it aimed to spread the positiving in our society. I started as an member and ended to be nominated as a VicePrisedent.

we worked on 6 projects and one of them was "Homeless children" and the other was "Metro Ticket" ; the main purpose of both of the is to aware people about the risk and what would happen in the future.

- **September 2015-2016** : VicePrisedent Human Resources and Origanzation Devoplement at Be Positive Student activity.
- **March 2015**: Representative of Be Positive on TV. On High Education Channel, we talked about the vission and mission of the student activity and our purpose of doing that.
- **August 2014-2015**: Human Resources Development member at Be Positive, Student activity (Best Member) as I was following up with the Media team regarding the work and with the members.
- **August 2013-2014** : Public Relation Member at Be positive, Student activity (Best Member).

- **Accomplishments:**

- English Conversaion course at British Councel, Pre-intermiddiate level, Grade(B)

- **Language:**

- Arabic : Mother Language.
- English : Fluent.
- Spanish: Fair

- **Information Technology:**

- Excellent command in MS. Office, and internet.

- **Additional:**

- Communication skills.
- Presentation skills.
- Negoatation skills.
- Ability to learn.
- Ability to work under pressure.
- Team player.
- Deadlines oriented.
- Task oriented.
- Self-Motivated.

- **Interests:**

- Playing volleyball, swimming, Drawing and Listening to Music.