**Mira Kamal Soliman Youssef**

**Location**: Al Nahda 2, Dubai

**Mobile**: +971 551 940 661

**E-mail**: [mira\_kamal89@yahoo.com](mailto:mira_kamal89@yahoo.com)

**Objective:**

Seeking a position in your company that would meet my qualifications.

I can invest and develop all my skills and increase my background and knowledge.

I have no doubt that I can meet your standards of efficient and high-quality.

**Personal Data:**

* **Nationality** : Egyptian.
* **Date of Birth** : 2, Nov, 1991.
* **Gender** : Female.
* **Marital Status**: Married.

**Academic Qualifications:**

* B.SC. of Commerce
* Tanta University
* Faculty of Commerce.
* Graduation Grade : Good
* Graduation Year : June 2013

**Skills:**

* Win 7 , XP ,98
* Office XP, 2003(word, Power Point, Excel).

**Language Proficiency:**

* Arabic is a Mother Tongue.
* Good in English (Reading , Writing , Speaking)

**Current Employment:**

* Secretary At Mina Foods Com.

**Personality Skills:**

* Organized
* Ability to work for long hours
* Ability to work under pressure
* Cooperation with team work
* Leadership skills
* Good communication skills
* Good appearance and high alertness

If my case will be taken into consideration I will be prepared for a personal interview to submit all certificates and testimonials I have, and to give you any required explanation.

*I have the pleasure to join your company.*