

Mona Gaber Abdisalam

Beni Suef, Ehnasia

01276186091 | monagaber704@gmail.com

<https://www.facebook.com/mona.gaber.727855?mibextid=ZbWKWL>

Summary

Detail-oriented and motivated professional with experience in sales and accounting, seeking a challenging role to leverage skills in Microsoft Office, data analysis, and problem-solving. A recent graduate from the Faculty of Commerce, equipped with strong communication and administrative skills, including time management and project management. Eager to contribute to a team and grow professionally.

Experience

- **Vodafone**
 - **Role:** CVM Account Trainee
 - **Dates:** 10/3/2025 - 10/4/2025
- **Water Company**
 - **Role:** Accounting
 - **Dates:** 10/7/2024 - 20/2/2025
- **Real Estate Company**
 - **Role:** Sales
 - **Dates:** 25/4/2023 - 20/3/2024

Education

- **Faculty of Commerce, Beni Suef University**
 - **Graduation Year:** 2025
 - **Grade:** Very Good

Skills

- **Computer Skills:** Microsoft Office, Database skills
- **Administrative Skills:** Time management, Project management, Decision-making
- **Communication Skills:** Verbal communication, Writing, Presentation skills
- **Other Skills:** Digital marketing, Data analysis, Graphic design, Problem-solving
- **Teamwork Skills:** Teamwork, Leadership
- **Languages:** Arabic (Native), English
- **Certifications:** ICDL

Personal Details

- **Date of Birth:** 12/4/2003
- **Nationality:** Egyptian
- **Gender:** Female