

# Sara Ehab Ahmed

6th of October, Giza, Egypt | 01125069988 | esara7577@gmail.com

## Professional Summary

Business Administration graduate with practical experience in digital transformation and client service. Proven ability to solve problems, communicate effectively, and manage time efficiently. Interested in developing expertise in HR and organizational management.

## Professional Experience

### Digital Transformation Officer | Tasaheel Company, Giza, Egypt

Jul 2024 – Present

- Processed visa applications efficiently and resolved client issues promptly.
- Assisted clients with Halan Cash Wallet setup and Tahweesha saving services.
- Supported digital process improvements to enhance customer satisfaction.

### Coordinator | Tasaheel Company, Giza, Egypt

Feb 2023 – Dec 2023

- Coordinated administrative operations and maintained organized documentation.
- Supported internal communication between departments.
- Assisted in scheduling, reporting, and day-to-day coordination tasks.

## Education

### Bachelor's Degree in Business Administration | Al-Azhar University, Egypt

Graduation Year: 2022 | Overall Grade: Good

## Certificates & Training

- HR Diploma | Aliens Training and Development, May 2024
- Social Media Marketing | Information Technology Institute, May 2020

## Skills

- Proficient in MS Office applications
- Client Relationship Management
- Problem Solving & Conflict Resolution
- Communication & Negotiation
- Time Management
- Administrative Coordination

## Languages

- Arabic: Native
- English: Elementary Level