

# Miral Abdel-Hameed Mohamed El-Nadry

- **Address** : 11, Mahmoud El-Ashry ST, Triumph SQ, Heliopolis, Cairo, Egypt
- **Mobile NO** :(+2) 01283999350 / 01119959348
- **E-mail**: [Miralelnadry@gmail.com](mailto:Miralelnadry@gmail.com)

## PERSONAL STATEMENT

A highly hard-worker and reliable fresh graduate seeking a challenging position in well reputable environment to utilize my excellent multi-tasking and communication skills to provide the company with an administrative support by performing daily administrative tasks to build a long term career with opportunities for career growth and to devote my sense of motivation and responsibility to achieve the best for the company .

## Languages

- 1<sup>st</sup> Language: Arabic (Mother tongue)
- 2<sup>nd</sup> Language: English (Very good)
- 3<sup>rd</sup> Language: Little French

## Education

- **Bachelor of Law English Section, A in Shams University**  
**2014/2018**
  - an average over all of (good).

## **courses**

- computer course [ICDL] ( from February 2019 to march 2019 )
- attended a cycle of legal drafting
- attended a workshop on legal drafting (from june 2019 to july 2019)
- attended a workshop on legal translation

## **skills**

- ❖ Exceptional negotiation skills
- ❖ Proficient in court filing and recording systems
- ❖ Expert legal researcher
- ❖ Adept at Microsoft Office and Google Suite
- ❖ Multitasker with superior time management skills
- ❖ excellent knowledge of Excel and Microsoft office

## **Volunteer Experience**

- Was a team leader at resala charity organizations for 5 years.  
2013/2018
- Event organizer at national institution anti terrorism and extremism  
2017/2018

## **Experience**

- Supervisor at Al-Tayaran Educational Center.
- Legal affairs Trainee at Al-GHadir Factory in the UAE

## **PERSONAL information**

- Marital status: Single
- Birth date: 24/06/1996