

Esraa Mohamed

Data Entry

 Damietta ,Eg  [+201125704840](tel:+201125704840)  esramohamed9121998@gmail.com

Summary

I can work under pressure and finish projects well also I'm very patient and can work with a team and manage it well. I like to always learn, to know what's new and develop myself.

I also know how to handle a computer fast, I know how to handle an office program and I have some programming skills and marketing.

Experience

public prosecutor's office

Data Entry office

Kafr-saad

February 2023 – January 2024

I worked for a year in the public prosecutor's office (kafr-saad public prosecutor's office) as a data entry. I post records on the criminal justice website and I work in the archiving system in court.

Education

Faculty of specific education


New Damietta University

very good

computer

August 2022 - past

I graduated from faculty of specific education in 2022 as a computer teacher my specialty is programming. I can program and develop websites. I can use program language like (PHP, HTML)I have designed many educational sites using code and also designed other sites using software that includes different topics like marketing of home products.

 <https://spe.du.edu.eg/>

Skills

Strong organizational and time-management skills

Communication Skills

Ability to work in a team

Microsoft office word

Microsoft office Excel

Microsoft office power point

Interests

I like sports in general, watching anime, reading book and novels, and I love horror stories.

Certifications

ICDL Version 5.0

21/09/2023 to 21/02/2024 (36 hours)

BusinessvManagement

21/09/2023 to 21/02/2024 (12 hours)

English programe

21/09/2023 to 21/02/2024 (24 hours)

Human Resources program

21/09/2023 to 21/02/2024 (12 hours)

Languages

Arabic (mother tongue)

English(very good)