

Nohir Khalifa

HR Manager - Mhgoz.com Co

Cairo, GA - Email me on Indeed: [indeed.com/r/Nohir-Khalifa/e3185a2081f92292](https://www.indeed.com/r/Nohir-Khalifa/e3185a2081f92292)

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

HR Manager

Mhgoz.com Co - August 2015 to Present

Marshal Enterprise

Database Support - December 2013 to January 2015

- Customer service
 - Deal directly with customers either by telephone, electronically or face to face.
 - Respond promptly to customer inquiries.
 - Handle and resolve customer complaints.
- Coordinator
- MS Office
- Technical Reporting
- Sales

Coordinator

BAREK ALMAS.co - September 2012 to December 2013

- Customer service
- MS Office
- Technical Reporting
- Sales

Web developer

United - January 2012 to September 2013

Receptionist

Mazen Clinic - October 2010 to March 2012

Receptionist

EDUCATION

pre-master Degree in computers and systems engineering in Computer Science

Mansoura university - Mansoura

2013 to 2014

Faculty of Engineering

Mansoura University

2014

diploma in computers and systems engineering in Computer Science

Mansoura University - Mansoura
2012 to 2013

ADDITIONAL INFORMATION

Technical Skills

PHP JAVA JSE VB.net HTML CSS 3 C# MySQL Oracle

Personal Skills

- Hard worker.
- Team working.
- Dynamic and assertive
- Strong problem solving skills.
- Strong abilities to search and learn.
- Basic secretarial skills (translation, writing letters, reports, sending e-mails).