



NADA GOMAA

My name is Nada. I'm 22 years old. I worked as a senior receptionist with 3 years of experience in problem-solving and project management and I have good communication skills by which I can convince the customer to buy companies services and offers in addition to that I have communication with different nationalities.

PERSONAL

-  **Name**
Nada Gomaa
-  **Address**
8 Makhlof Nour El-Din Street, Al-Ashreen, Faisal
11865 Cairo
-  **Phone number**
01121226254
-  **Email**
anody694@gmail.com
-  **Date of birth**
01-11-2000
-  **Place of birth**
Giza
-  **Gender**
Female

INTERESTS

- Reading books
- Acting
- Math
- learning somethings knew

LANGUAGES

Arabic ★★★★★
English ★★★★★



WORK EXPERIENCE

Oct 2019 - Aug 2022

Senior receptionist
Cairo

I worked in el shrouk scan and lap responsible for leading 4 Employees. solving Employees problems with system or patients.

I am the assistant of the manager and in the absence of the manager I communicate with Bank transactions. Dealing with insurance companies.

Sep 2022 - Jul 2022



EDUCATION AND QUALIFICATIONS

Jul 2019 - Jun 2023

Bacharel em Direito
om el momenen, Cairo



SKILLS

Communication with computer ★★★★★

ICDL ★★★★★

Data entry ★★★★★