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| New_logo.gifWhats app Mobile:+971504753686 Gulfjobseeker.com CV No:1575990E-mail: gulfjobseeker@gmail.com**Objectives*** Seeking a challenging opportunity. in Public Relations or Administration, where my education, skills & experience could be enhanced and fully utilized, in a way helps the organization growth and development

**Education :*** 2010 | Bachelor Degree- Faculty of Alsun, Chinese Department, Ain Shams University- Egypt
* Translation Course at Ain Shams University (Arabic-Chinese)
* English Language course
* Computer skills course

**Experiences:*** Executive secretary and import & export specialist at HMTO Import-export

 CO (APR2013:SEP2015) in Egypt 1. Making contracts with companies internal and external to import and export .
2. Dealing with banks and making remittance to suppliers.
3. Following shipment till arriving to destination port ,receiving documents from suppliers and prepare required official documents in order to customs clearance.
4. Dealing with different government Authorities to solving import problems .
5. Coordinate with company’s departments (financial department, store departments …etc ) to finishing import and export issues and required documents.
6. Coordinate chairman office issues for example: appointments, travelling ,fairs, meeting.
7. Achieving import and export department documents.
* Call Center Agent atexceed company (internet provider co )

 ( SEP 2011 TILL JUN2012 ) in Egypt 1-receive customers calls and handling problems .2-solving customers problems**.**3-Checking system problems and making required modification* Admin as training period at Resalah CharitFoundation(JUL-2011 - SEP2011)

**Skills:*** English : very good
* Chinese : good
* Computer Literacy: Proficient user of MS Office (2003 & 2007)

**Specialties:** • Able to work under stress, with all levels of management and personnel. • Able to deal with fast moving and changing environment • Proactive, leading. • Quick learner and positive, helpful team worker • Details oriented • Accurate and committed to deadlines. • Socially active and very good in building positive relations. • Brain storming generative • Positive thinker and problem solver • Excellent listener. **Personal:** •Marital status: Married • Birth date: 6-12-1989 **Interests:** • Reading •Arts and Music. • Internet |  |