IN ALLAH NAMES

**Name** : Mona

**E\_Mail** :mona.381449@2freemail.com

**Education** \

* Faculty of Science , 2007, Zoology Chemistry Department.Beni – Suef with **GOOD** degree.
* Institute to prepare preachers from the Ministry of Religious Endowments 2010 .
* Diploma in Business Administration Faculty of Commerce, University of Beni Suef 2013 with **GOOD** degree .
* Manage the Quran Academy and work on it and revive the Sunnah - the World Federation of Muslim Scholars .

**OBJECTIVE** :

1. responsible Position in aleading company that enables me to utilize my computer information , communications , and language skills fulfills my personal ambitions and develop my knowledge.
* **Hobbies** \ Playing guitar \ Computer \ Listening to Music \ Playing Tennis

and travelling .

* **Current JOB** \

Archives clerk in ihawan restaurant , Dubai .

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Responsible for marketing in Aafaq Altaqadum Building Contracting Company L.L.C ( Part Time ) .

* **Previous JOB** \
* IT manager in health insurance organization for 8 years – EGYPT .
* Board member of the Masryeen Association for Development and Social Services as we help Poor People for 12 years **.**
* Lecturer Computer Technical Institute of Nursing's health insurance branch of Beni Suef for 3 years .
* General chemistry teacher and clinical chemistry Academy of modern science and technology of the Health Insurance branch of Beni Suef for 2 years .
* Administrator of Egyptian site www.masrieen.net & Saudi site www.futurey.net for 1 year .
* Computer instructor for staff at health insurance organization – Beni suef branch

for 3 years .

* Chemical at EL – NOOR medical analytical lab for 1 year .
* Salesperson at GAMA company for drugs for 1 year .
* Retail assistant in legoland park , Dubai parks and resorts , UAE .
	+ Marketing executive at Automart company.. Dubai , UAE .
* Marketing and PRO in Dar Al khobra document clearing sevices , UAE .

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* **Experiences & Skills** \

Computer (**Windows xp,7,8,10** – **office 2003,2007,2010,2013** – **Photoshop cs**

**5 – Flash cs 5 – Networking “beginners” – ,( MCTS" C# , ASP.NET ,HTML**

**, SQL SERVER 2008 " ( –Maintinance " software & hardware "** )

language (**Arabic** – **English** ) good in speaking & writing & reading .

* Training in : **art of Success** “Where I Learned to deal With People Successfully and to gain their trust in hole time.
* I took the **(ICDL)** certificate v4 .
* I took a training course in medical analytical lab.
* I have atraining in the Following : **Work Skills** , **Interviewing Skills** **,** **Selling Skills** & **marketing skills**.
* I have aprivate car UAE driving license .
* I have my own visa valid untill August 2019.

**PERSONAL INFORMATIONS :**

Date of birth : 1 / 7 / 1986 .

Marital Status: Single .

Nationality : Egyptian .

Religion : Muslim .

Age : 31 .

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I am ready to work in any field Where I have experience in many fields and worked in it Already (chemistry and science - business administration and office work - information systems - teaching - training - marketing) and I will continue studying at the field I will work at to become more sophisticated and skilled .

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