**Gulfjobseeker.com CV No:1308426**

**Mobile +**971505905010 / +971504753686

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| **Objective** |
| Seeking a challenging position, leading to a business career that will increase my experience and sharpen up and my working skills. |

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| **Education** |
|  **University** |
| **Degree** | Bachelor degree in Management Information Systems |
| **Faculty** | Higher Institute of Computer and Information Systems |
| **University** | Alexandria university |
| **Year of Graduation** | 2010 |

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| **Language Skills** |
|  | **Written** | **Spoken** | **Reading** |
| **Arabic** | Native | Native | Native |
| **English** | Good | Good | Good |

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| **Computer Skills** |
| Ms Office Word | Ms Office PowerPoint | Ms Office Excel |
| Ms Office Access | Ms Internet Explorer | Adobe Photoshop |
| Microsoft Windows XP , Vista And Windows 7 |

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| **Certificates** |
| **Title** | **Certification** |
| ICDL | UNISCO |

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| **Work Experience** |
| **Employer** | **Position** | **Duration** | **Responsibilities** |
| Fathala Market (Egypt) | Sales Clerk | August 2010 to August 2011 | 1. Doing the sales and customer services.

 2. Respond to the visitors and guests needs.  |
| Al Nasr Construction Co. (Egypt) | Casher | September 2011 to October 2012 | 1. Preparing daily cash reports for revenues & expenses.2. Journalize daily cash report into accounting entries. |

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| Elite Security Services (UAE) | Customer Services Clerk | December 2012 Till Now | 1 – Provide the customer services.2 – Meet the guests and clients and guide them.3 - Answer the telephones calls.4 - Respond to the customers needs. |

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| **Personal Information** |
| **Date of Birth** | November, 07 , 1988 |
| **Nationality** | Egyptian |
| **Marital Status** | Single |
| **Visa Status ( Residence Visa)** | Transferable |
| **UAE Driving License** |