



Amira Gamal El Din Hussen

Seeking for career that is challenging and interesting, lets me work on the leading areas, that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and my objectives

CONTACT

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- 01 Oct, 1993
- Sharqia, Zagazig, Egypt
- Nationality: Egyptian

PROGRAM SKILLS

MS WORD

MS EXCEL

MS POWERPOINT

INTERNET

LANGUAGES

- Arabic : Mother Tongue
- English: Good (Speak & Write)

PERSONAL SKILLS

- Fast Learner & Adaptability
- Leadership & Creativity
- Presentation Skills
- Ability to communicate
- Self-confidence
- Inferential thinking
- Self - Motived

EDUCATION

- BSc of Commerce - Zagazig University (2015)
Major : Accounting
Grade : Very Good

WORK EXPERIENC

- Senior Sales Supervisor And Cashier at Zahran Store
(Oct, 2021 till Now)
- Call Center At We Telecom Egypt
(Oct, 2020 till 2021)
- Accounting At Al-Yasmeen Center for Dermatology
(May, 2019 till March, 2020)
- Reception & Accountant at the Al-GawishMedical Center
(Feb, 2018 till May, 2019)
- Marketing And Call Center At Top Group Contracting & Real Estate Co.
(Feb, 2017 till Jan, 2018)
- Accounting At Red Sun Tourism Company
(Oct, 2015 till Aug, 2016)

COURSES & TRAINI

- Training course in non-banking financial services industry, stock exchanges and financial markets from the Center for Research and Commercial Studies (R.C.S.C)

- An introductory visit to the headquarters of the Egyptian Stock Exchange under the supervision of the directors of the competent departments
- Summer training at Agricultural Development & Credit Bank

JOB FUNCTION

- Provide excellent customer service & know customer needs
- Carry out all administrative tasks & manage multiple tasks
- Writing reports and letters, sending and receiving e-mail
- Organize files in an orderly manner to obtain information
- Ability to negotiate professionally with clients
- Examining the company's financial records and reporting
- Ensuring all expenditures are properly authorized
- Checking invoices against orders & Producing detailed income and expenditure reports