

Salma Hassan



ABOUT ME

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

EXPERIENCES

Rimas Private Language School (Jan 2021 - Jun 2023)

- Assistant and Director of School principal's office.
- Director assistant (Primary stage).
- Receptionist.

Harrods Private Language School (May 2020 - Jan 2021)

- Director of Dr. Nabil's office, School Owner (6 months).
- Administrative and student affairs.
- Public relations.

Arab Union Company (Jul 2019 - May 2020)

- Executive secretary.
- Company office director.

Future School in Maadi (Sep 2018 - Jun 2019)

- Receptionist.
- Administrative affairs.

EDUCATION

Bachelor's degree in Arts

Ain-Shams University
Graduation Year : 2018
Grade : Good

CONTACT

Mokattam - Asmarat City

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PERSONAL INFO.

Nationality : Egyptian

Status : Single

Date of Birth : 20/01/1996

SOFTWARE SKILLS

MS Word

MS Excel

MS Power Point

LANGUAGE SKILLS

Arabic : Mother tongue

English : Very Good

COURSES AND CERTIFICATES

- Training course in journalism and media at Ain Shams University .
- ICDL Certificate .

KEY EXPERITIES

- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Assists with the planning and development of a set of goals and objectives for the student services unit in conjunction with the college strategic planning. Implements goals and objectives.
- Coordinates and administers student support to enrolled and prospective students, such as course registration, graduation processing, petitioning, withdrawals, program documentation, computer accounts, information sessions, receptions, and student orientations.