

**NAME**

**MONA NABAWY ABD EL RAHMAN EL HOSSARY**

 Building.15 tarek ebn ziad street-Tanta Gharbia.

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**CAREER OBJECTIVE:**

To add value for the organization by sharing knowledge and experience while seeking to align organizational and personal goals so that engagement is rewarding and beneficial.

**EDUCATION QUALIFICATIONS:**

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| **Qualification** | **University** | **Year** |
| Bachelor of Accounting | Tanta University  Faculty of Commerce | 2006/2007 |

  **Major**: Accounting. **OVERALL Grade**: Good.

**EXTRA COURSES & SCHOLARSHIPS:**

* ICDL course – Axon Academy – 2008
* English course (General) –2009

**Job tasks:**

* customer service.
* Receiving & sending E-mails.
* Handling telephone calls.
* Booking schedules.

 Data Entry.

 **SKILLS:**

* **Language**
* Arabic (Mother Tongue).
* English (very Good).
* **Computer knowledge**
* Excellent knowledge of windows, word, Internet & power point.
* Good knowledge of Excel.
* Fair knowledge of Access & outlook.
* Typing in Arabic and English

 **PERSONAL TRAITS & KEY SKILLS:**

* Sociable, Flexible, Wiling to learn, Able to work under pressure
* Punctual, Creative, Ambitious, Very Hard worker.
* Able to work in a team or individually, Fast learner, Competitor.

**PERSONAL INFORMATION:**

**Date of Birth**: 21 of september, 1986

 **Gender**: Female

**Marital Status**: Married

**Nationality**: Egyptian