**Douaa Mohammad Roushdi**

**01007276811--0403317308**

** personal data:**

**female 28 years**

**address: 21 hassan radwan st. tanta**

**BD: 27/6/1988**

**e-mail:babydoudou@yahoo.com**

**marital status : single**

**Education information:**

**\*Graduated from faculty of art –tanta university- library section 2009**

**\*Icdl version5 windows 7 in life academy**

**\*Secretary and human resource in hiq with 2 levels in 2013 and 2 levels in 2014**

**\*Amadeuos ticket booking in golden tours**

**Language**

**\*Arabic mother lang**

**\*English : v.good (reading – speaking – writing )**

**Work experience:**

**\*From March 2009 to mid-2012, with Mr.hisham El Arabi green Egypt Inc. is one of frotella group for the export of agricultural and fruit products in the beginning as a secretary until the director assistant from 9 am until 6 pm salary of (700) in the year 2009 to 1500 in 2012o**

**\*From November 2012 to 2015 with Dr. Khalid Kamal Janna poultry company and one of the dealers with Abdul Salam Hegazy as G.M assistant every day from 9am to 17pm Salary (1300)**

**\*From nov 2015 for now as human resource responsible and G.M assistant in famous construction and building group in Tanta every day from 9 am to 16 pm salary 1500**

**Skills**

**\*dealing with salespeople**

**\*mastering all the work of the g.m office perfectly , leading team work , the customers meetings and represent the company**

**\*Proficiency in use of computers and the Internet**

**\*Personnel and payroll and business insurance**

**\*Recruitment &interview**

**\*Solve the problems which facing the teamwork and customers**

**^^ With my all respect ^^**