**Nada Mohamed Ghaly**

# 22 Botros Street, Tanta, Egypt

**01222447284
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**Objective:**

* Looking for an entry level position with an open career path in a respectable company where I can develop my skills and promote according to my performance.

**Personal information:**

**Name:** Nada Mohamed Abd el Halim Ghaly.

**Date of birth:** 20th of October, 1992.

**Address:** 22 Botros street, Tanta, Egypt

**Phone no:** +2 040 330 40 81

**Marital status:** Single.

**Education:**

**2009-2013:** B. Sc. in Business Administration

 Faculty of Commerce, English Department

 Tanta University

**Overall grade:**Good

**2006-2009:**Al Nasr Experimental Language School

**1996-2006:**Al Salam Private Language School

**Additional Courses:**

* 5-7-2013 to 8-9-2013: Academic Computer Center: Microsoft Office 2010.
* 1-2-2013 to 31-7-2013: Information Technology Institute: Communication Skills, Team Working Skills, Time Management.
* 1-2-2013 to 31-3-2013: Information Technology Institute: English Conversation.
* 16.1.2014 to 24.3.2014: ICDL course at HI Q academy.
* 25.4.2015 to 5.5.2015 : Training program of banking and non banking services.

**Work and training:**

* Work and training at 700apps Programming Company.
* Worked at Mega Tours Company.
* Currently works at El Salam Company For Veterinary medicines.

**Computer Skills**:

* Good Internet, Windows, and MS Word skills.

**Other Activities:**

* Social Committee Member at the Student Union.

**Language skills:**

- Arabic (Native).

- English (Very Good read, speak, and write).

**References:**

* Will be furnished upon request.