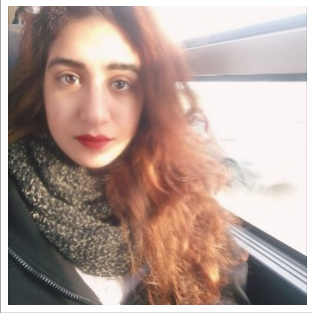


# Miss Maisoon Sobhy

## Personal info

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**Date of birth:** 08/10/1996  
**Web:** <https://www.linkedin.com/in/maisoon-sobhy-b31010120>  
**Nationality:** Egyptian  
**Address:** Ali youssef, 5b, cairo 11865, Egypt  
**Phone number:** 01025415246  
**Email address:** maissobhy@gmail.com

## Profile

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- Processing exchanges, refunds, schedule changes and name corrections.
- Prioritizing work to meet deadlines.
- Assisted project engineer in engineering component sourcing and procurement.

## Work experience

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<b>Vodafone 6th October egypt</b>	<b>Senior agent</b> <ul style="list-style-type: none"><li>• Coordinate administrative and managerial tasks.</li><li>• Order tracking, data entry and excel management.</li><li>• Assessing needs of customers, accordingly suggesting products and services.</li></ul>	<b>10/2017 - present</b>
<b>Centro cairo egypt</b>	<b>tele-marketing closer agent</b> <ul style="list-style-type: none"><li>• Contact existing customers via phone call to provide more information about new services and up sell products.</li><li>• Learn how to close sales via phone call.</li><li>• Responsible for sharing the insurance with customers through the telecommunication.</li></ul>	<b>05/2017 – 10/2017</b>
<b>Not Courses Cairo Egypt</b>	<b>English Teacher</b> <ul style="list-style-type: none"><li>• Evaluate and grade students' class work, assignments and papers.</li><li>• Evaluated students on major English-language skills and critical-thinking ability.</li><li>• Responsible for providing high quality English language instruction for students of disparate language proficiency levels.</li></ul>	<b>01/2017 – 05/2017</b>

## Education

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<b>Helwan Cairo Egypt</b>	<b>Mechanical Power Engineering</b>	<b>08/2014 - present</b>
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# Skills

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## Languages

English ●●●●●  
Spanish ●●○○○  
Computer Languages: C++ ●●●●●

## Microsoft Office programs

Word, Excel, PowerPoint ●●●●●

## operating systems

Windows, Linux ●●●●●