

CURRICULUM VITAE

PERSONAL DATA

Name: NADA OSAMA ELSAYED AHMED

Date of birth: 17/5/1993

Place of birth: Cairo-Egypt

Marital Status: Married

NATIONALITY: Egyptian

VISA: Residence

Contact number: (00971525365386-00971505625059-01122640410)

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objective

Working in a reputable organization where I can apply my skills and enhance them.

WORK EXPERIENCE

worked as customer service employer for two years

Worked as secretarial for one year

Freelancer translator(Arabic-English-spanish) for one year

EDUCATION

2012-2015

Bachelor of Art's degree, Faculty of Al-Alsun , Spanish and English Deptatment, Ain Shams University.

Grade: very good

GENERAL SKILLS

COMPUTER SKILLS:

- Excellent command of Research & Internet navigation skills.
- Good knowledge of MS Word, Power Point, Access, Excel, and Microsoft Outlook.

LANGUAGE SKILLS:

- Arabic : native
- English: Excellent command of both written and spoken English

- spanish: Excellent command of both written and spoken Spanish

PERSONAL SKILLS:

- Helpful, ethical, and disciplined.
- Able to work under pressure.
- Excellent communication skills.
- Hard worker and organized.

Courses & certificates:

- Amadeus basic course with a degree granted A
- Amadeus advanced course with a degree granted A
- Spanish course in Cervantes.

ON-GOING COURSES:

- IATA.
- Tourism management.
- *Galileo.*
- *Celta course/British council.*